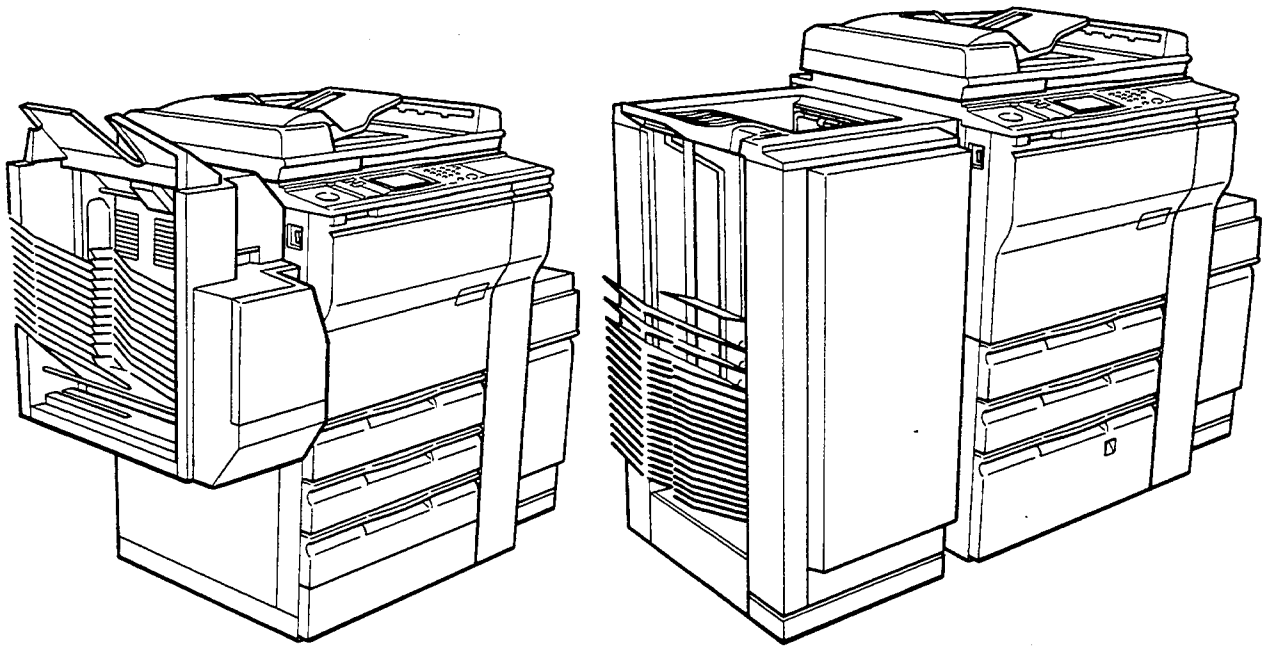


# **SAVIN**

---

## **9450/9550**

### **Operating Instructions**



**SAVIN CORPORATION**

**Notes:** The model names of the machines do not appear in the following pages.  
Check the type of your machine before reading this manual.  
(For details, see page 2.)

**Type 1 = 9450**

**Type 2 = 9550**

Certain types may not be available in some countries. For details, please contact your local dealer.

**Note:** Certain options may not be available in some countries. For details, please contact your local dealer.

Savin shall not be responsible for any damage or expense that may result from the use of parts other than genuine Savin parts in your Savin office product.

For good copy quality, Savin recommends that you use genuine Savin toner.

**Power Source:** 120V, 60 Hz, more than 20A

Please make sure to connect the power cord to a power source as above. For details about power cord, see page iv.

---

# SAFETY INFORMATION

---

When using your copier, the following safety precautions should always be followed.

## Safety During Operation

In this manual, all safety messages are identified by the words "WARNING" and "Caution". These words mean the following:

### **WARNING:**

***Important information to alert you to a situation that might cause serious injury and damage to your property if instructions are not followed.***

### **Caution:**

***Important information that tells how to prevent damage to equipment, or how to avoid a situation that might cause minor injury.***

### **WARNING:**

- ☐ ***Since some parts of the copier are supplied with high electrical voltage, touch only the parts specified in this manual and the machine's display.***
- ☐ ***Do not modify or replace any parts other than the ones specified in this manual and the machine's display.***
- ☐ ***Do not incinerate toner or toner containers. Toner dust may ignite when exposed to open flame.***
- ☐ ***Do not store toner where it will be exposed to heat.***
- ☐ ***Do not eat or swallow toner, and keep it out of reach of children.***
- ☐ ***The fusing unit may be very hot. Be careful when handling it.***

### **Caution:**

- ☐ ***While copying, do not turn off the main switch.***
- ☐ ***While copying, do not open the front doors.***
- ☐ ***While copying, do not unplug the power cord.***
- ☐ ***Do not lay anything weighing more than 10 kg (22 lb) on the exposure glass.***
- ☐ ***Keep corrosive liquids, such as acid, off the machine.***
- ☐ ***Do not allow paper clips, staples, or other small metallic objects to fall inside the machine.***

## General Safety Information

- ☐ Always turn the copier off when you have finished copying for the day, but leave it plugged in.
- ☐ When the copier will not be used for a long period, disconnect the power cord.
- ☐ If the copier must be transported by vehicle, please contact your service representative.
- ☐ When the main switch is in the Stand-by position, the anticondensation heaters are on. In case of emergency, unplug the machine's power cord.
- ☐ The main plug on this equipment must be used to disconnect main power.

---

# INSTALLATION REQUIREMENTS

---

## Copier Environment

The installation location should be carefully chosen because environmental conditions greatly affect the performance of a copier.

### – Optimum environment conditions –

- ☐ Temperature: 10 - 30°C (50 - 86°F)
- ☐ Humidity: 15 - 90%
- ☐ A strong and level base.
- ☐ The copier must be level within 5 mm (0.2") both front to rear and left to right.
- ☐ To avoid possible build-up of ozone, make sure to locate this copier in a large well ventilated room which has air turnover of more than 30m<sup>3</sup>/hr/person.

## Environments To Avoid

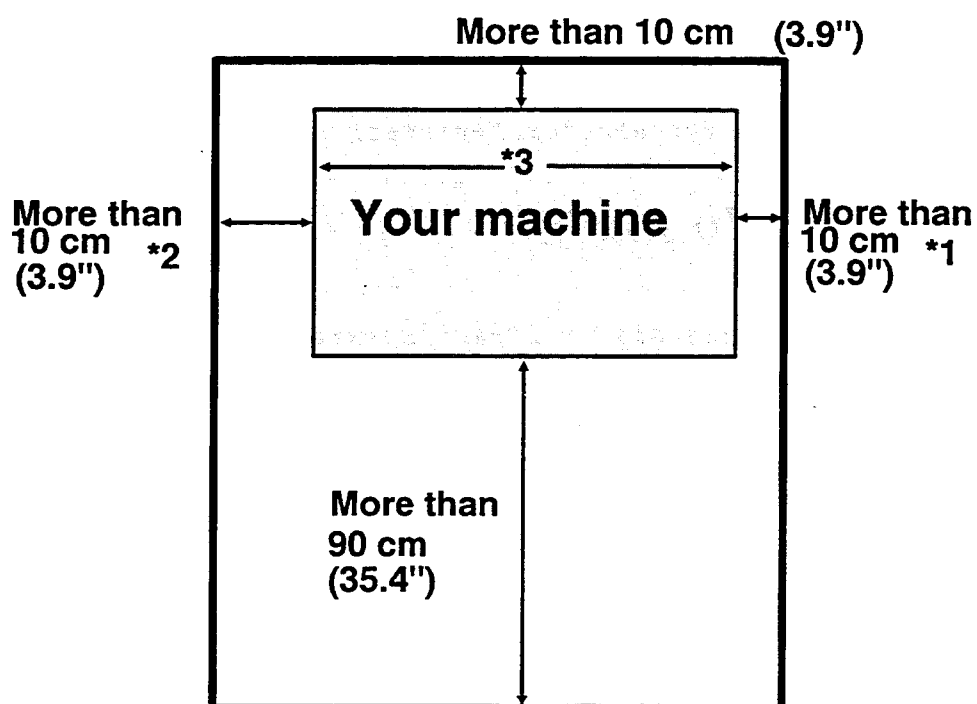
- ☐ Locations exposed to direct sunlight or strong light (more than 1,500 lux).
- ☐ Locations directly exposed to cool air from an air conditioner or heated air from a heater. (Sudden temperature changes may cause condensation within the copier.)
- ☐ Places where the copier may be subjected to frequent strong vibration.
- ☐ Dusty areas.
- ☐ Areas with corrosive gases.
- ☐ Places higher than 2,000 m (6,500 ft) above sea level.

## Power Connection

- ☐ Avoid multiwiring.
- ☐ Make sure that the wall outlet is near the copier and easily accessible.
- ☐ Make sure the plug is firmly inserted in the outlet.
- ☐ Voltage must not fluctuate more than 10%.
- ☐ Do not set anything on the power cord.

## Access To Copier

- ☐ Place the copier near the power source, providing clearance as shown:



- \*1 If the optional 3,500-sheet large capacity tray is not installed, the distance between the wall and the edge of the bypass feed tray must be more than 30 cm.
- \*2 If the compact sorter stapler is installed, the distance must be more than 20 cm.
- \*3 See page 83.

# STORAGE OF SUPPLIES

## Storage Of Supplies

### Paper Storage

Paper should always be stored properly. Improperly stored paper may result in poor image reproduction, creased copies, and paper misfeeds.

- ☐ Avoid storing paper in humid areas. (Under high temperature and high humidity conditions, store copy paper in a vinyl bag.)
- ☐ Do not store paper where it will be exposed to heat.
- ☐ Store on a flat surface.
- ☐ Use older stock first.
- ☐ Do not lay heavy objects on paper.
- ☐ Keep open reams of paper in the package, and store as you would unopened paper.

### Toner Storage

- ☐ Store in a cool, dark place.
- ☐ Do not store toner where it will be exposed to heat.
- ☐ Do not lay anything heavy on toner.

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**Before reading this Operating Instructions,  
please refer to pages 2 ~ 5 to know which type  
of copier and system you have.**

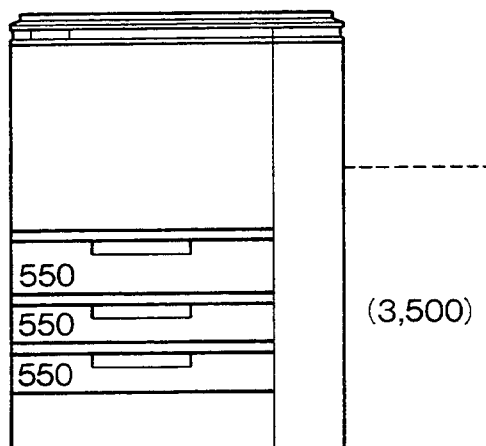
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# GUIDE TO COMPONENTS

## Copier Type

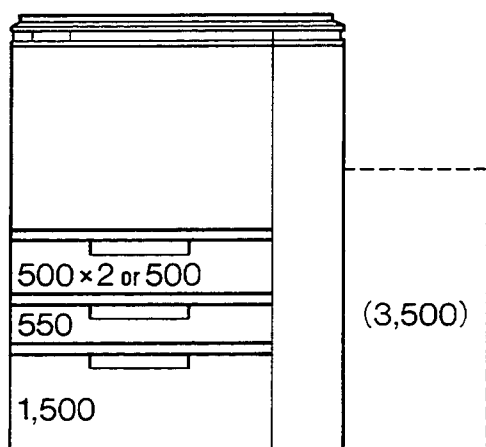
There are two types of copier.

### Type 1



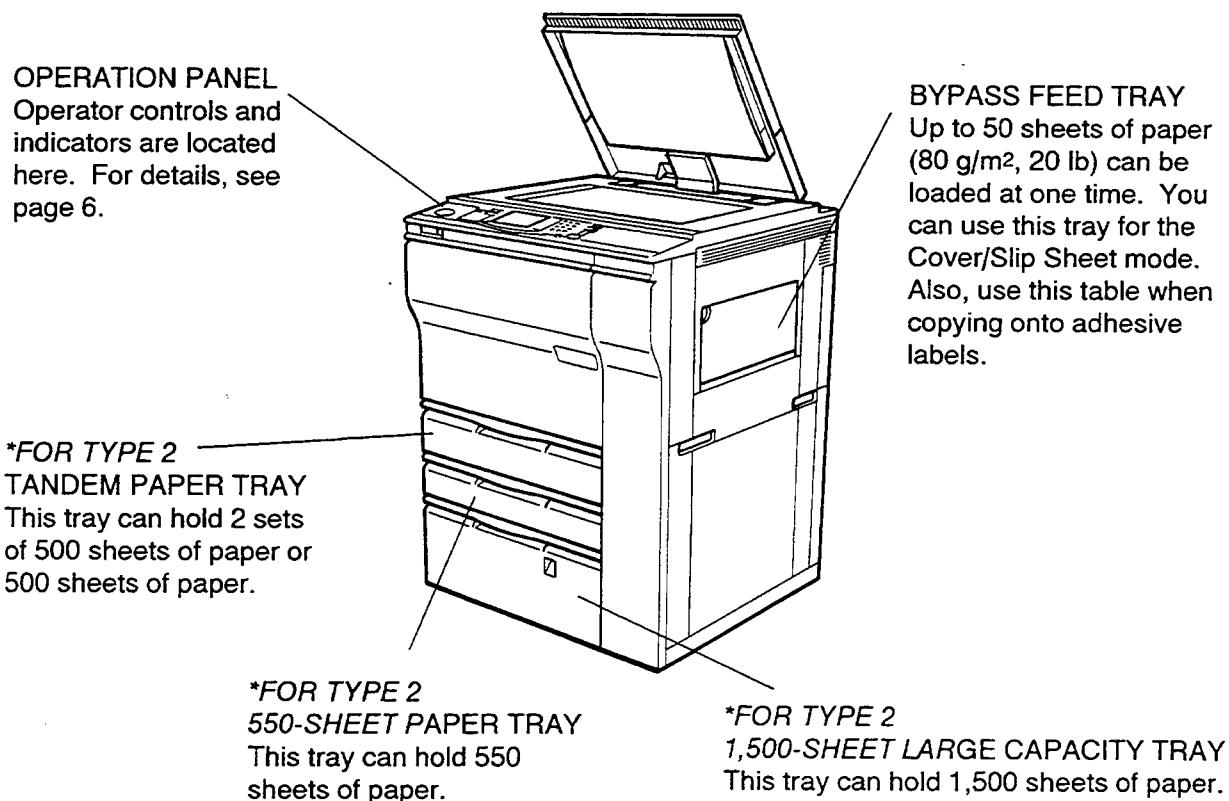
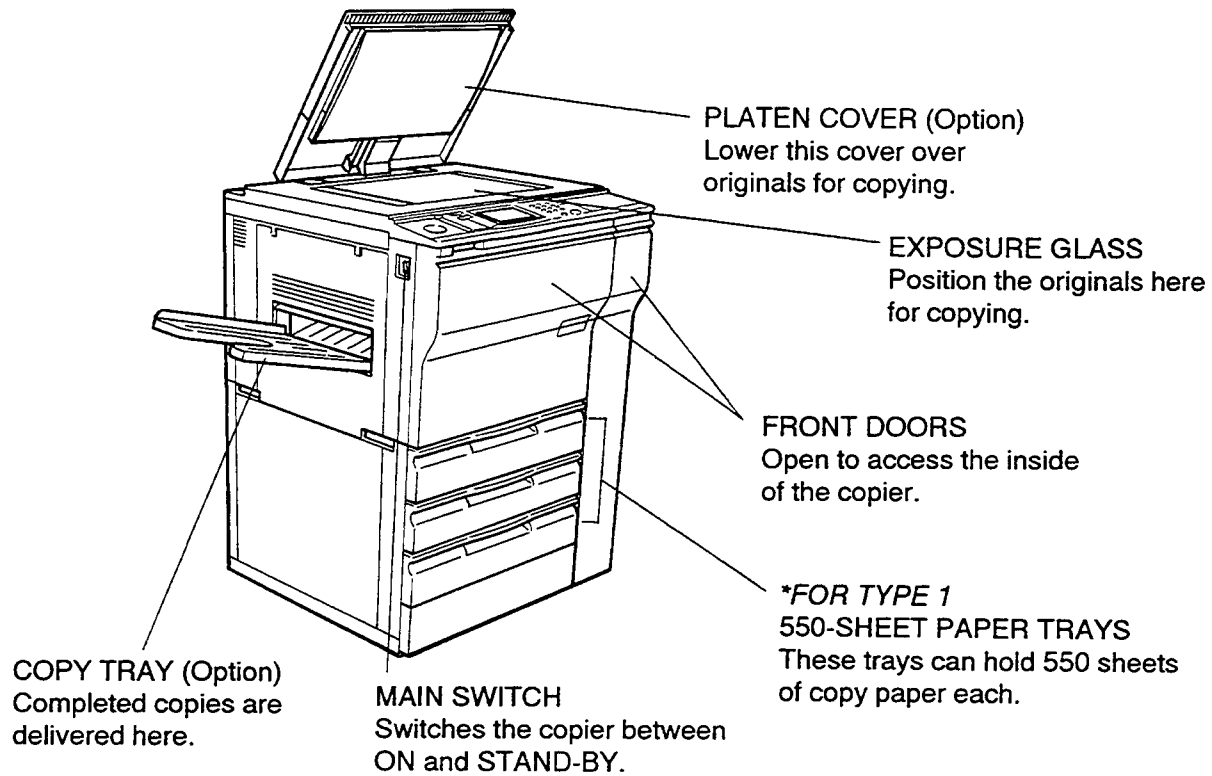
Three 550-sheet paper trays  
Optional 3,500-sheet large capacity tray

### Type 2



Tandem paper tray (two 500-sheet paper trays)  
One 550-sheet paper tray  
1,500-sheet large capacity tray  
Optional 3,500-sheet large capacity tray

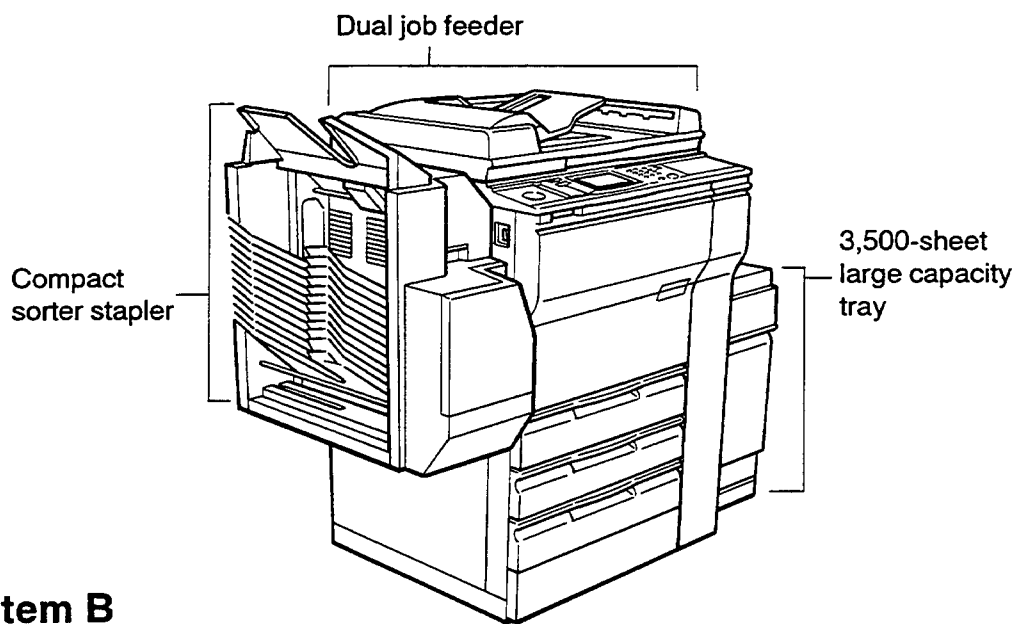
# Copier Exterior



# System Overview

## System A

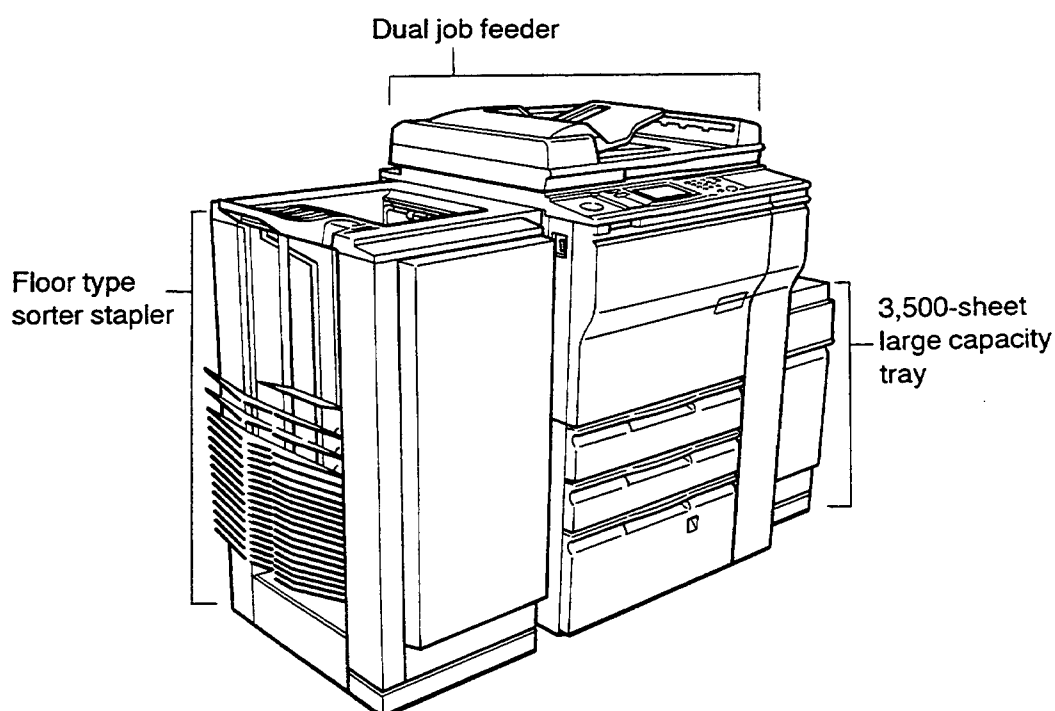
(Copier type 1 with dual job feeder and compact sorter stapler)



## System B

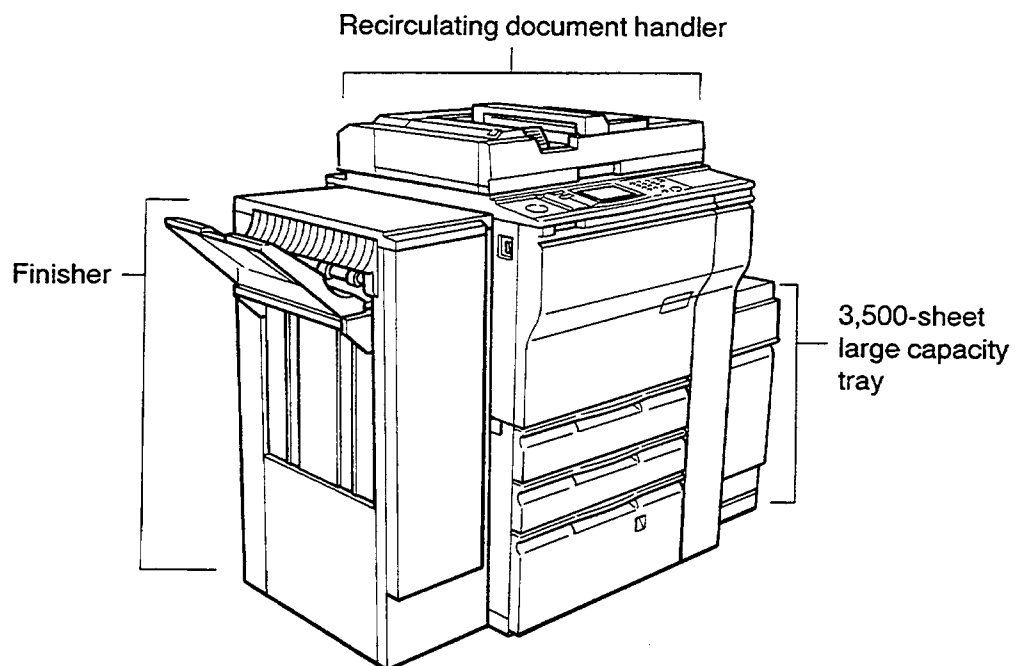
(Copier type 1, or 2 with dual job feeder and floor type sorter stapler)

\*Illustration shows type 2.



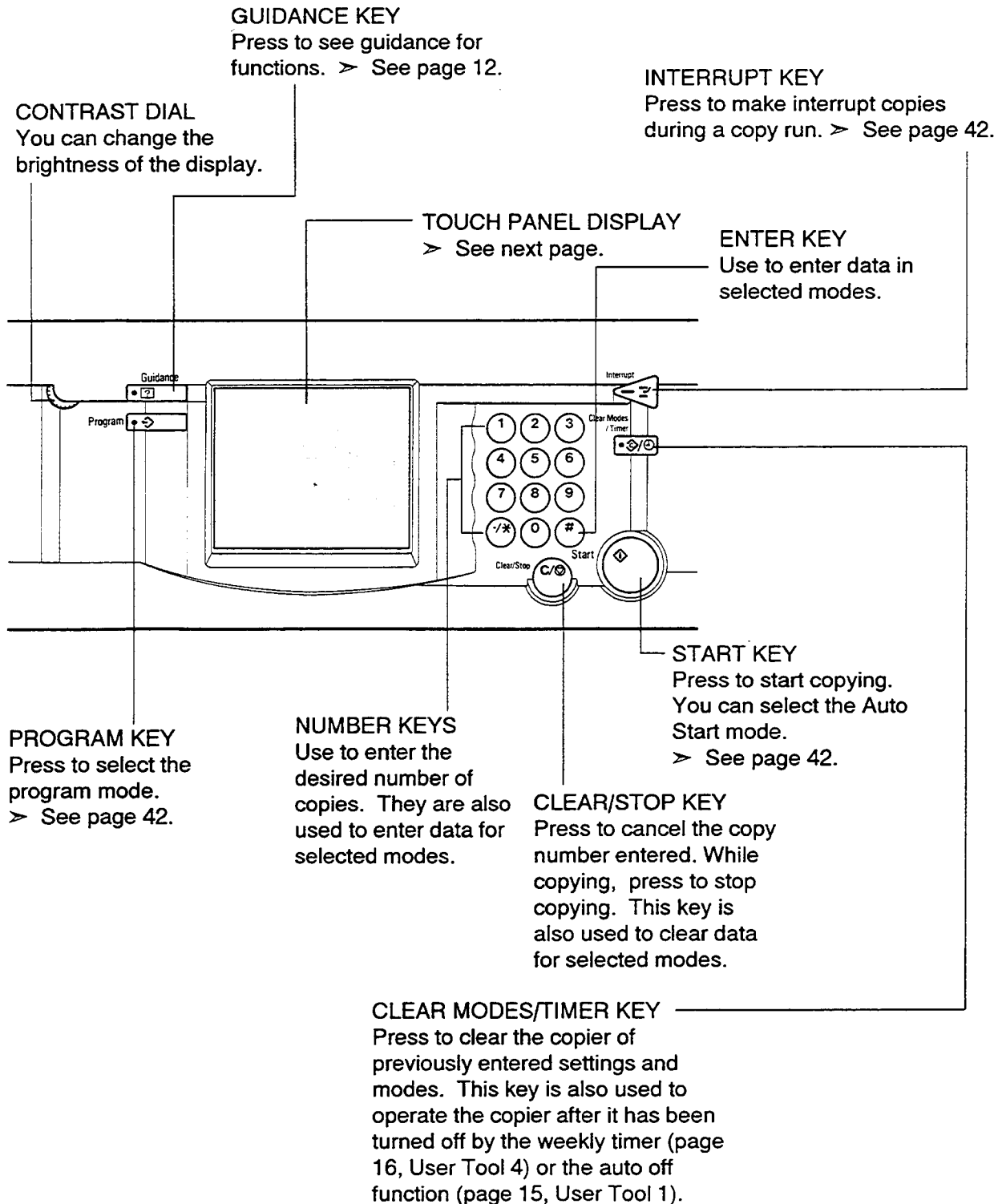
## System C

(Copier type 2 with recirculating document handler and finisher)



# Operation Panel

## Key Tops

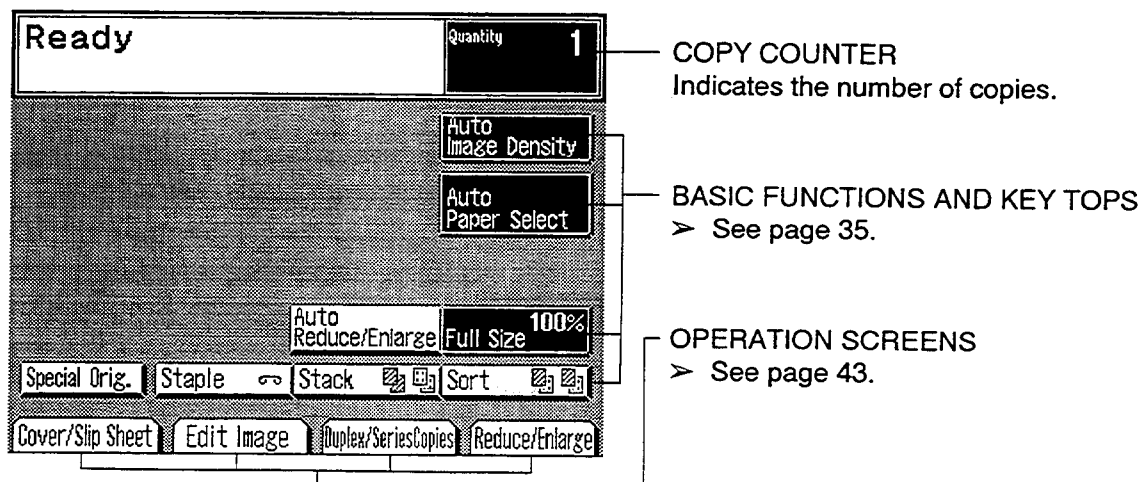




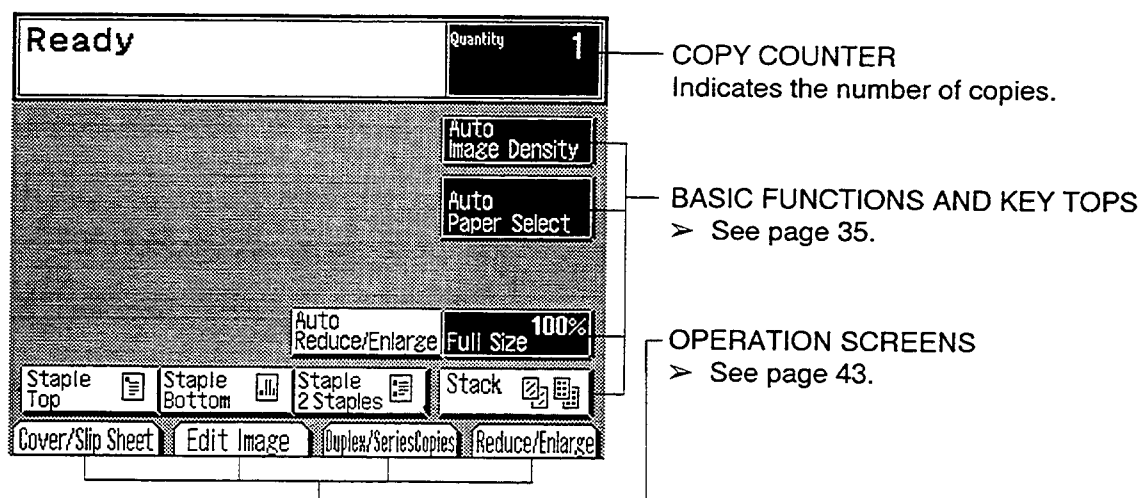
# Touch Panel Display

## Initial Display

### System A and B

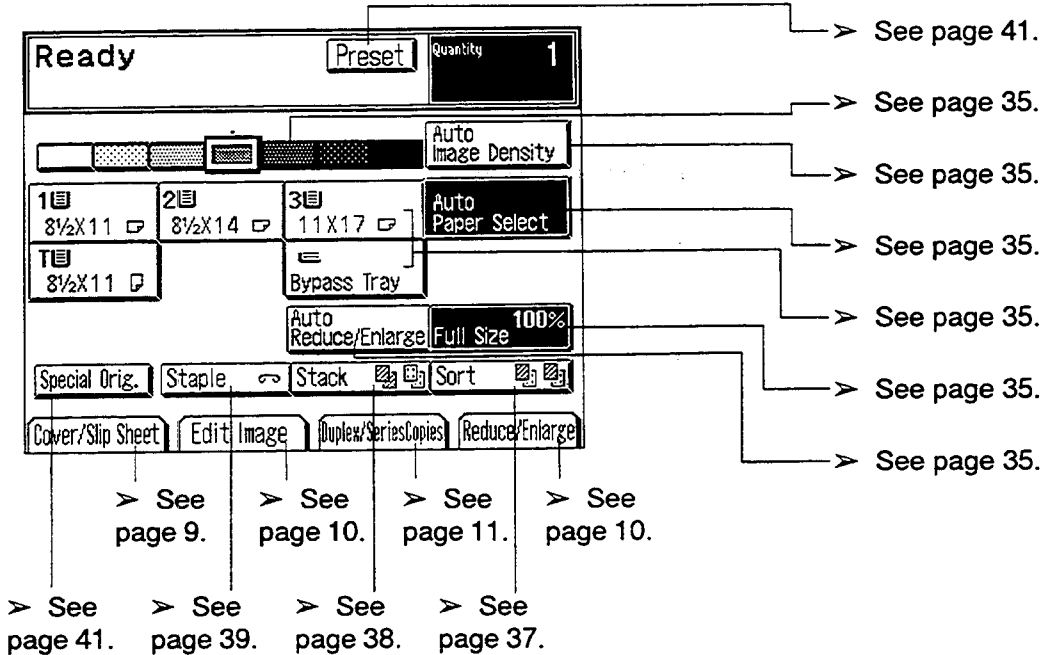


### System C

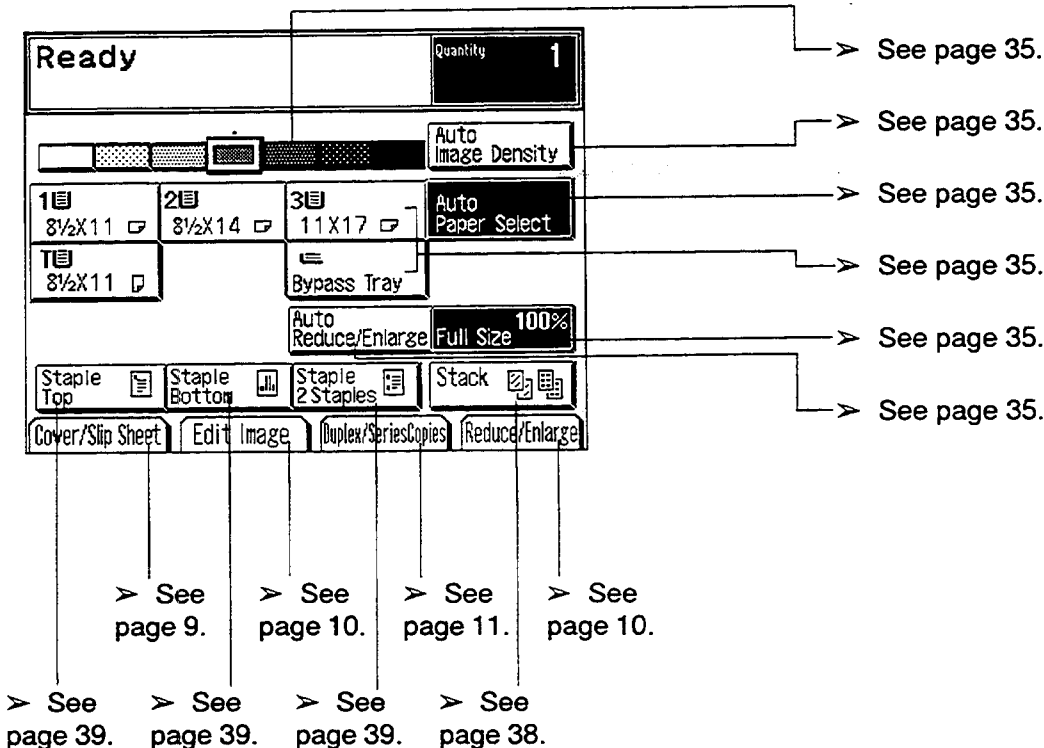


# WHAT YOU CAN DO WITH THIS COPIER

## System A and B



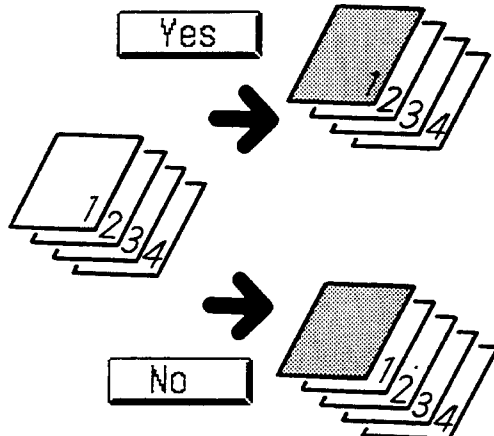
## System C



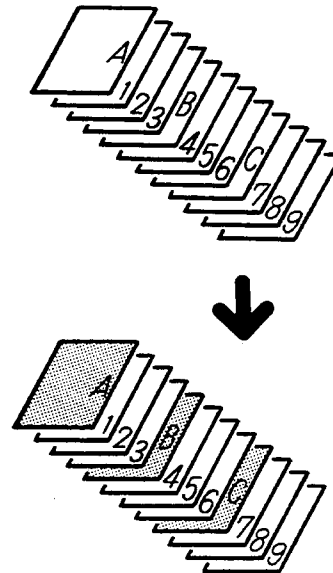
# Cover/Slip Sheet

➤ See pages 60 ~ 63.

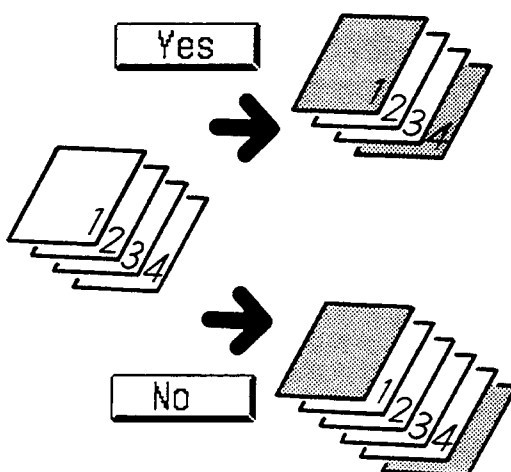
## Front Cover



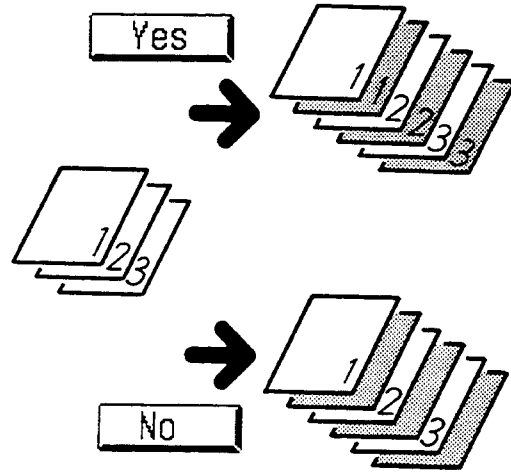
## Paper Designate



## Front/Back



## OHP Slip Sheet



WHAT YOU CAN DO WITH  
THIS COPIER

## Edit Image

> See pages 56 ~ 59.

Editing/Centering

Save Area

Erase Border

→ 
 →

Delete Area

Cent. / Bord.

→ 
 →

Centering

→

Margin Adj.

## Reduce/Enlarge

> See page 43.

Preset R/E

Zoom

Size Mag.

→   
 →

→

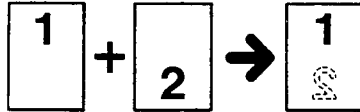
→

# Duplex/SeriesCopies

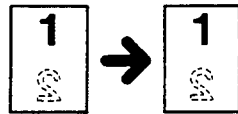
➤ See pages 44 ~ 55.

## Duplex

1Sided → 2Sided

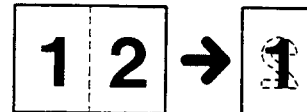


2Sided → 2Sided

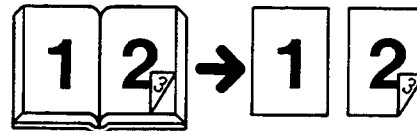


## Series Duplex

Single

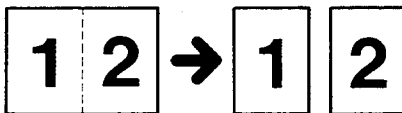


Multi

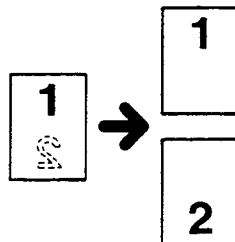


## Series Copies

Book → 1Sided

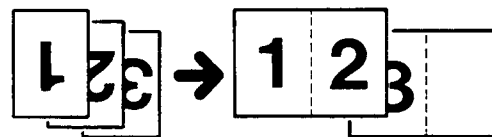
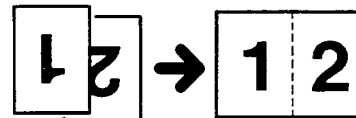


2Sided → 1Sided

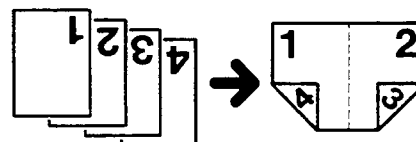


## Combine

Combine 2 Origs.



Combine 4 Origs.



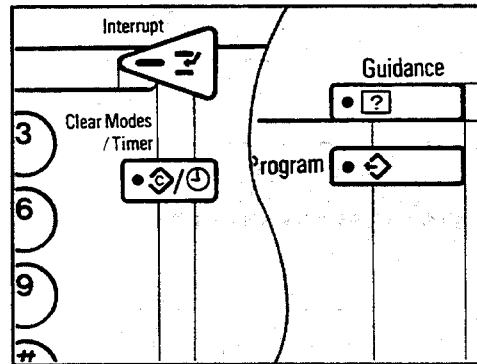
WHAT YOU CAN DO WITH  
THIS COPIER

# HOW TO SEE THE GUIDANCE DISPLAY

Press the **Guidance** key when you want to know detailed information about functions you use. You can use this key in stand-by or when entering the settings for a copy job.

## Seeking Guidance In Stand-by

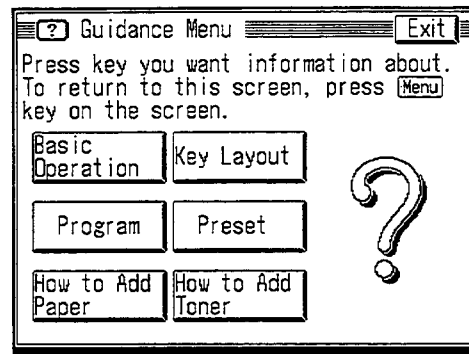
1. Press the **Clear Modes** key and the **Guidance** key.



2. Touch the key you want to know about on the touch panel display.

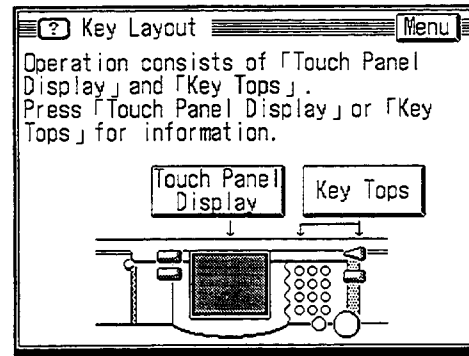
☐ The touch panel display shown at right is for systems A and B.

3. For example, if you want to know about "Key Layout", touch the **Key Layout** key.



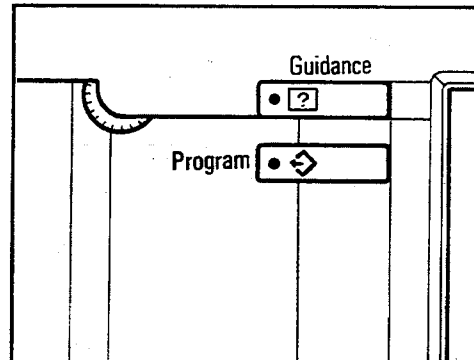
4. Touch the key you want to know about.

☐ If you want to return to the previous display, touch the **Menu** key.



# Seeking Guidance While Entering Job Settings

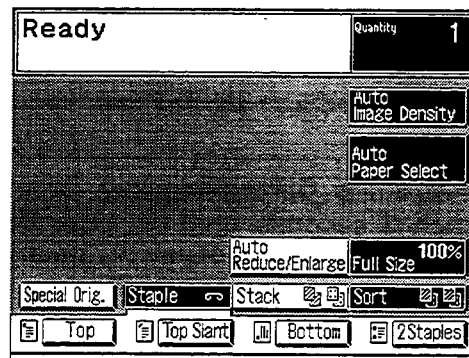
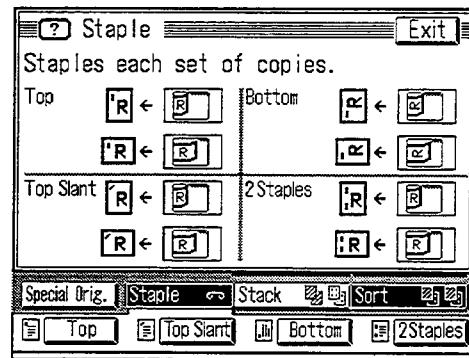
1. Press the **Guidance** key.



The information about functions you have selected just before will be displayed on the touch panel display. For example, if you have selected the Staple mode, the guidance appears as shown at right.

- ☐ The touch panel display shown at right is for system B.

2. To exit from the Guidance display, touch the **Exit** key.



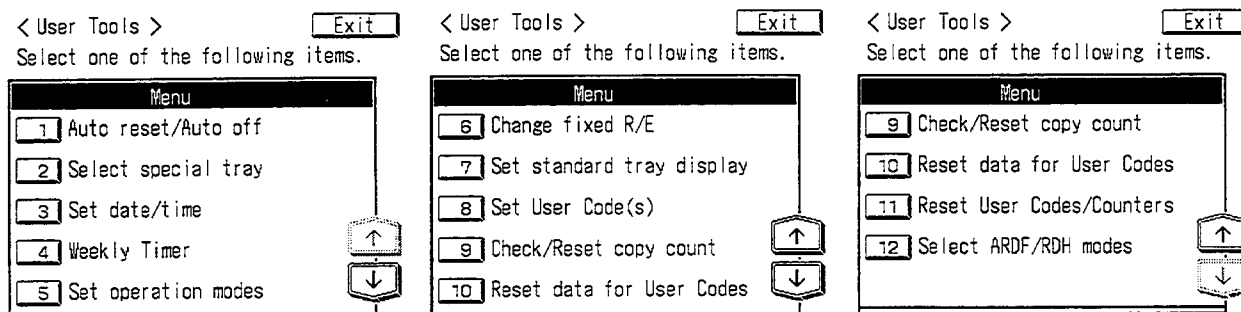
HOW TO SEE THE  
GUIDANCE DISPLAY

# CHANGING DEFAULT SETTINGS

## User Tools

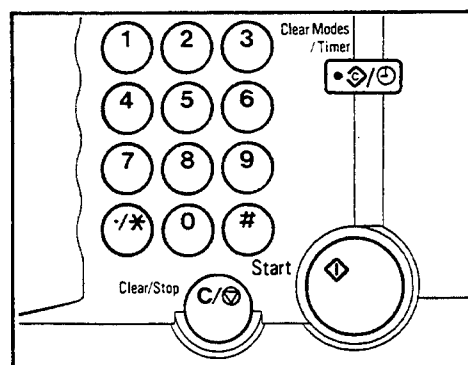
This section is for the key operators in charge of this copier. You can change or set the copier's default settings using the following user tools.

### User Tools Menu

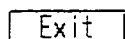


## How To Access The User Tools

1. Press the **Clear Modes** key.
2. Press the **Clear/Stop** key for more than 3 seconds until the User Tools Menu appears on the touch panel display.
3. Select the menu number you want to use by touching the touch panel display.



This copier has 12 user tools. You can see 5 user tools on the touch panel display at the same time. Use these keys to see other user tools menu.



Use to exit from the user tool condition.



Use to return to the user tools menu display.



## 1 Auto reset/Auto off

<b>Auto reset</b>	The copier returns to its initial condition automatically after your job is finished. The automatic reset time can be set from 1 second to 999 seconds, or the function can be turned off. <input type="checkbox"/> default: 60 sec.
<b>Screen Saver</b>	When the machine does not detect anyone operating it for the selected time, the touch panel display turns off automatically. This time can be set from 1 second to 999 seconds, or the function can be turned off. <input type="checkbox"/> default: 60 sec.
<b>Auto off</b>	When the copier is used after the weekly timer has turned it off, the copier will turn itself back off after the selected time. The auto off time can be set from 1 minute to 999 minutes, or the function can be turned off. <input type="checkbox"/> default: OFF
<b>SADF Auto reset</b> (for machine with dual job feeder only) (system A or B)	In the SADF mode (Semi-Automatic Document Feed, see page 23), if the next original is not set within the selected time, the machine will cancel the SADF mode automatically. The SADF Auto reset time can be set from 1 second to 60 seconds, or the function can be turned off. <input type="checkbox"/> default: 5 sec.

## 2 Select special tray

<b>Tray for Cover Sheet</b>	Select the tray for the Cover function. Paper for cover sheets will be fed from the selected tray. <input type="checkbox"/> default: No select
<b>Tray Display for Cover Sheet</b>	You can see which tray is set for cover sheets. If you want to see the tray display only in the Cover mode, select "Mode selected". If you want to always see the tray display, select "Full time". <input type="checkbox"/> default: Full time
<b>Tray for Slip Sheet</b>	Select the tray for the Slip Sheet functions (Paper Designate and OHP Slip Sheet). Paper for slip sheets will be fed from the selected tray. <input type="checkbox"/> default: No select
<b>Tray Display for Slip Sheet</b>	You can see which tray is set for the slip sheets. If you want to see the tray display only in the Slip Sheet mode, select "Mode selected". If you want to always see the tray display, select "Full time". <input type="checkbox"/> default: Full time

☐ The trays set for cover sheets or slip sheets cannot be used for the Auto Paper Select, Auto Tray Switching, and Duplex copying modes.

### 3 Set date/time

Use to set the copier's internal clock before setting the weekly timer. Set the clock following the touch panel display instructions.


- ☐ If necessary, remember to adjust the clock for daylight saving time (summer time), or return it to standard time.

### 4 Weekly Timer

Use to set the weekly timer. If you set the timer, the copier turns on and off automatically at the selected time each day.

- ☐ default: No weekly timer setting
- ☐ If you want to turn on the machine for an entire day, input "000" for the ON time and do not input the OFF time.
- ☐ If you want to turn off the machine for an entire day (ex.: Saturday, Sunday), do not input the ON time and input "000" for the OFF time.

### 5 Set operation modes

<b>Maximum copy input number</b>	The maximum copy quantity can be set from 1 to 999. <input type="checkbox"/> default: 999
<b>Panel beeper</b>	The beeper (key tone) can be set to on or off. <input type="checkbox"/> default: ON
<b>Job End Call</b>	The beeper (job end call) sounds when your copying job is finished, supplies (toner, paper) run out, or if a problem occurs in the machine. The Job End Call can be set to on or off. <input type="checkbox"/> default: ON
<div style="display: flex; justify-content: space-between; align-items: center;"> <span><input type="button" value="Next"/></span> <span>↓</span> <span>↑</span> <span><input type="button" value="Prev."/></span> </div>	
<b>Image Density Level</b>	Auto and Manual Image Density levels can be adjusted to lighter or darker. <input type="checkbox"/> default:  (center)
<b>Default Setting</b>	You can select Program No. 5 (see page 42) as a default mode. Use it to store job settings you frequently use. <input type="checkbox"/> default: Normal
<b>Touch Panel in Waiting Mode</b>	You can select the animation display during the warm-up period and copying run. During the warm-up period, the remaining warm-up time is displayed. During copying, you can see how long it takes to finish copying by entering the number of originals with the Number keys and Enter key. To exit from the animation display, touch the Exit key of the touch panel display. <input type="checkbox"/> default: Reset (no animation display)

## 6 Change fixed R/E

This copier has 10 fixed ratios (4 enlargements and 6 reductions). You can change these fixed reproduction ratios to different ratios.

## 7 Set standard tray display

<b>Paper Tray Priority</b>	When Auto Paper Select is canceled, the 1st tray is selected as a default setting. You can cancel this setting and select the other tray as a default setting. <input type="checkbox"/> default: OFF
<b>Auto Paper Select Priority</b>	As a default setting, the Auto Paper Select is selected. You can cancel this setting. <input type="checkbox"/> default: Yes
<b>Paper Tray Display in APS mode</b>	In the default setting, the tray display is shown only when the Auto Paper Select mode is canceled. You can cancel this setting and have the tray display shown always. <input type="checkbox"/> default: No
<b>Auto Tray Switching</b>	If you load paper of the same size and in the same direction in two or more paper trays, the machine automatically shifts to another tray when the tray in use runs out of paper. <input type="checkbox"/> default: Yes <input type="checkbox"/> Bypass feed tray, and trays for cover sheet and slip sheet cannot be used for Auto Tray Switching.

☞ Regarding User Tools No. 8, 9, 10, and 11, see the next page.

## 12 Select ARDF/RDH modes

☐ This user tool can be used only when your machine is equipped with the dual job feeder (system A and B) or the recirculating document handler (system C).

<b>Original Count Display</b>	In the default setting, you can see the entered copy quantity on the upper part of the copy counter and the number of copies made on the lower part. You can cancel this setting and see the number of originals to be fed on the lower part of the copy counter. On the upper part, you can see the number of copies made. To cancel the default setting, select "Yes". <input type="checkbox"/> default: No
<b>Auto Paper Select</b>	In the default setting, the Auto Paper Select is not selected when you set originals in the dual job feeder or recirculating document handler. You can cancel this setting. <input type="checkbox"/> default: No
<b>Thin Paper mode</b> (for machine with dual job feeder only) (system A or B)	Use when changing the type of originals to be fed. Select this function when you use thin originals (lighter than 53 g/m <sup>2</sup> , 14 lb). <input type="checkbox"/> default: No

## User Tools for User Code Mode

If the copier is set to use the User Code function, operators must input their user codes before the machine can operate. The copier keeps count of the number of copies made under each user code. To have the machine set to the User Code mode, please contact your sales or service representative .

User tools 8, 9, 10 and 11 are for the User Code mode. When you want to use these user tools, you should enter the key operator access code first. Please ask your sales or service representative for the key operator access code when the machine is set to the User Code mode.

*If your machine is set to the User Code mode, to prevent others from making copies using your user code, while holding down the **Clear Modes** key, press the **Clear/Stop** key after copying.*

### 8 Set User Code(s)

<b>Register</b>	Use to register your user code (maximum: 6 digits) <input type="checkbox"/> Up to 500 user codes can be registered. <input type="checkbox"/> Registered user codes will be sorted in numerical order.
<b>Change</b>	Use to change your present code to a new one. <input type="checkbox"/> The number of copies made under the old code is added to that made under the new user code.
<b>Delete</b>	Use to delete your user code. <input type="checkbox"/> The number of copies made under the code is deleted.

### 9 Check/Reset copy count

You can check the number of copies made using each user code. Also, you can clear each code's counter.

### 10 Reset data for User Codes

Use to reset counter data for all user codes.

### 11 Reset User Codes/Counters

Use to reset all user codes and counters.

# SETTING ORIGINALS IN THE DUAL JOB FEEDER

## Recommended Originals

For this dual job feeder, the following types of originals can be used.

	Paper Weight	41 ~ 52 g/m <sup>2</sup>	53 ~ 80	81 ~ 104	105 ~ 128
		11 ~ 13 lb	14 ~ 20	21 ~ 28	29 ~ 34
	Maximum number of originals to be set	50	50	30	25
A4/A3 version	A3 lengthwise	*	●	○	*
	A4 lengthwise	*	●	○	*
	A4 sideways	*	●	○	*
	A5 sideways	*	○	○	*
	B4 lengthwise	*	●	○	*
	B5 lengthwise	*	●	○	*
	B5 sideways	*	●	○	*
	F (8" x 13") lengthwise	*	●	○	*
LT/DLT version	11" x 17" lengthwise	*	●	○	*
	8 1/2" x 14" lengthwise	*	●	○	*
	8 1/2" x 11" lengthwise	*	●	○	*
	8 1/2" x 11" sideways	*	●	○	*
	5 1/2" x 8 1/2" lengthwise	*	○	○	*
	5 1/2" x 8 1/2" sideways	*	*	*	*
	8" x 13" (F) lengthwise	*	●	○	*
	8 1/2" x 13" (F4) lengthwise	*	●	○	*
	8" x 10 1/2" lengthwise	*	●	○	*
	8" x 10" lengthwise	*	●	○	*
	8" x 10" sideways	*	●	○	*
	10" x 14" lengthwise	*	●	○	*
	11" x 15" lengthwise	*	●	○	*

- : Mixed Original mode  
Preset mode  
ADF mode (1 sided originals mode)  
ARDF mode (2 sided originals mode)  
SADF mode
- : ADF mode, ARDF mode, SADF mode
- \*: ADF mode, SADF mode

## Non-recommended Originals

*Caution: The following types of originals are not recommended for use with the dual job feeder. Please place them directly on the exposure glass.*

- ☐ Originals thicker than 128 g/m<sup>2</sup>, 34 lb
- ☐ Originals thinner than 41 g/m<sup>2</sup>, 11 lb
- ☐ Paper with any kind of coating (such as carbon) on the back, or originals that are taped together
- ☐ Originals smaller than A5 sideways, 5 1/2" x 8 1/2"
- ☐ Originals larger than A3, 11" x 17"
- ☐ Folded, curled, creased, or damaged originals
- ☐ Mailing labels, or perforated originals
- ☐ Bound, stapled, or clipped originals
- ☐ OHP transparencies
- ☐ Thermal fax paper

# Setting A Stack Of Originals

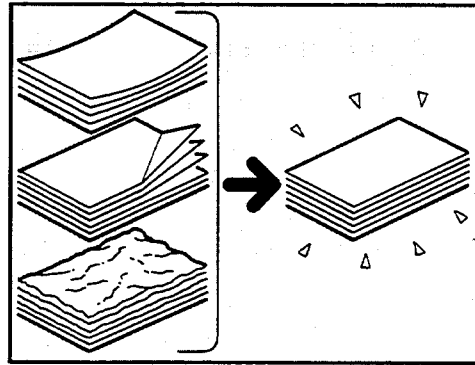
## Automatic Document Feed (ADF) mode (1 Sided Originals mode)

## Automatic Reverse Document Feed (ARDF) mode

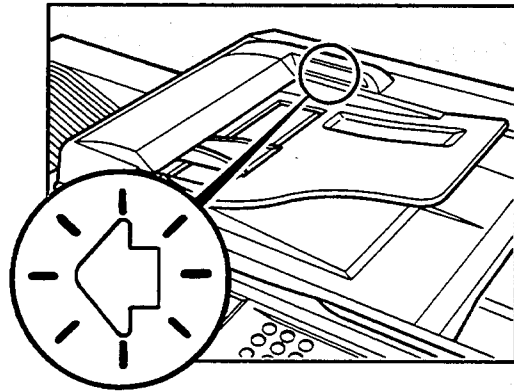
(2 Sided Originals mode)

In this mode, the operator inserts a stack of originals of the same size into the original table. These originals are individually fed onto and removed from the exposure glass.

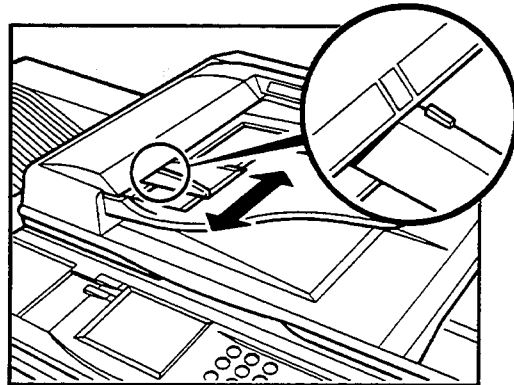
1. Correct any curl, fold, or crease in the originals before setting. Square the stack of originals.



2. Confirm that the **Insert Original** indicator is lit before setting.
3. Confirm that no previous originals remain on the exposure glass.

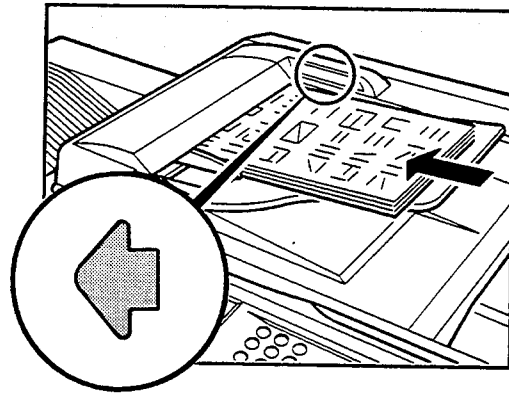


4. Adjust the original guide to the original size.

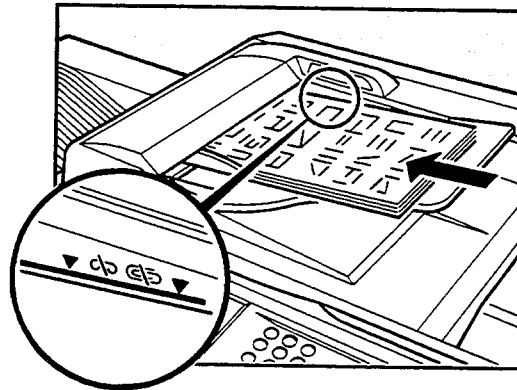


5. Set originals *face up* into the dual job feeder until the **Insert Original** indicator goes off.

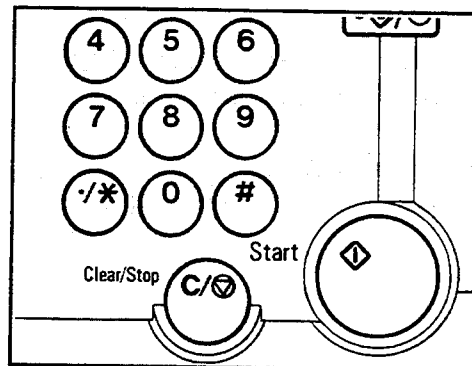
- ☐ The original guide must touch the front side of the originals.



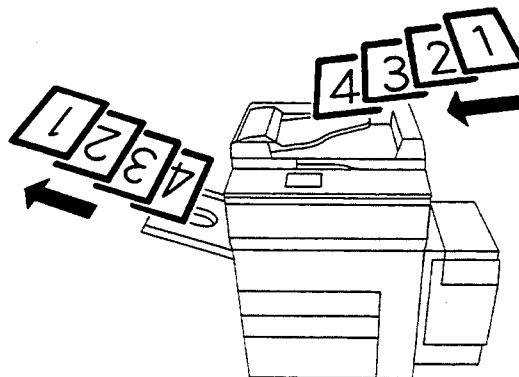
- ☐ Do not stack originals above the limit mark.



6. Press the **Start** key.



The bottom sheet of the original stack (last page) is fed into the dual job feeder first.



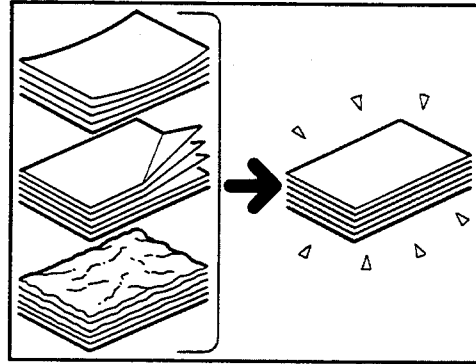


# Setting One Original At A Time

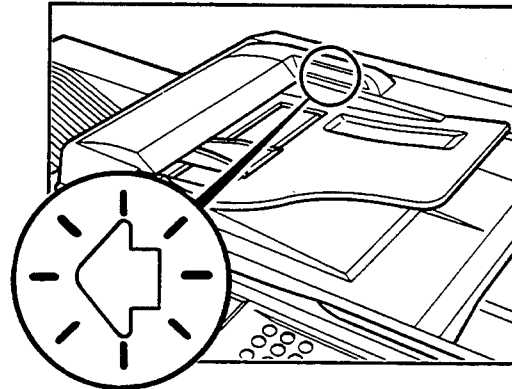
## Semi-Automatic Document Feed (SADF) mode

In this mode, the operator inserts one original at a time into the dual job feeder. The original is automatically fed onto and removed from the exposure glass.

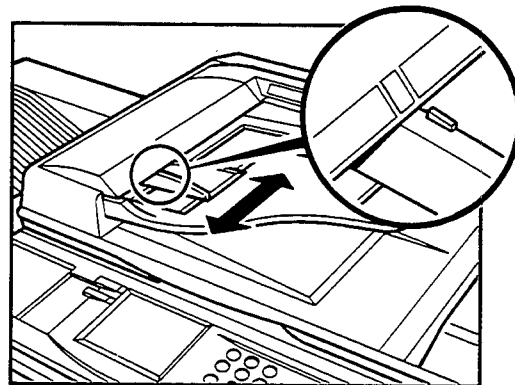
1. Correct any curl, fold, or crease in the originals before setting.



2. Confirm that the **Insert Original** indicator is lit before setting.
3. Confirm that no previous originals remain on the exposure glass.

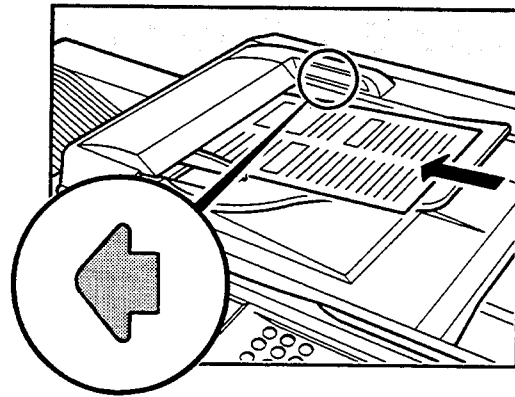


4. Adjust the original guide to the original size.

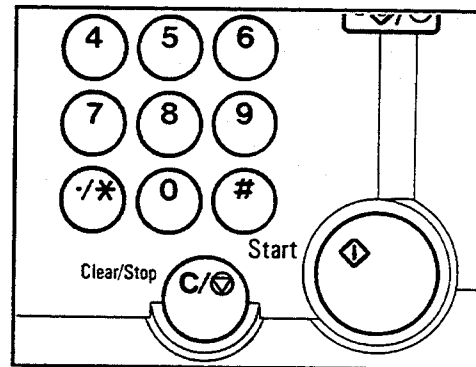


5. Set the original *face up* into the dual job feeder until the **Insert Original** indicator goes off.

- ☐ Start with the last page of the originals.
- ☐ The original guide must touch the front side of the original.

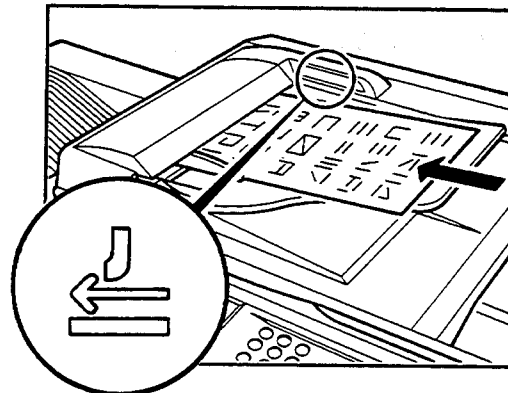


6. Press the **Start** key.



7. While the **Auto Feed** indicator is lit after an original is fed, set the next original. The original is automatically fed and copied.

- ☐ While the **Auto Feed** indicator is lit, the dual job feeder is ready for another original. (You can change this time by User Tool 1. See page 15.)



8. Repeat steps 5 and 7 until copying is completed.

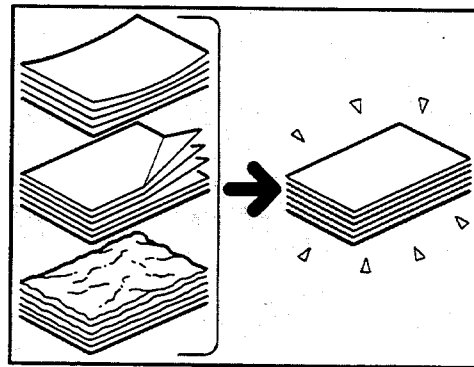
# Setting Different Sized Originals

## Mixed Sized mode

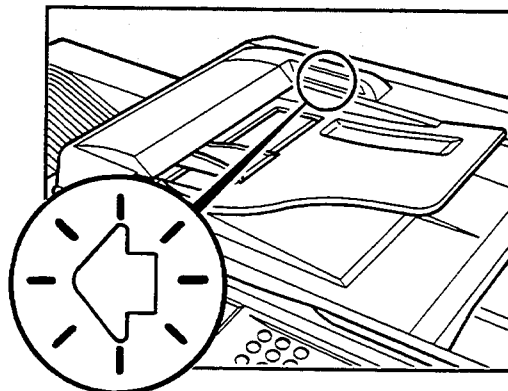
In this mode, you can set originals with different widths and lengths together into the dual job feeder. You can use the following sizes:

A4/A3 version: A3, B4, A4 and B5  
LT/DLT version: 11" x 17", 8 1/2" x 14", and 8 1/2" x 11"

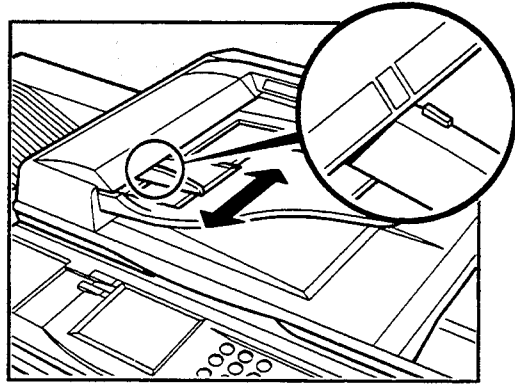
1. Touch the **Special Orig.** key of the touch panel display. (See page 41.)
2. Touch the **Mixed Sizes** key of the touch panel display. (See page 41.)
3. Correct any curl, fold or crease in the originals before setting.



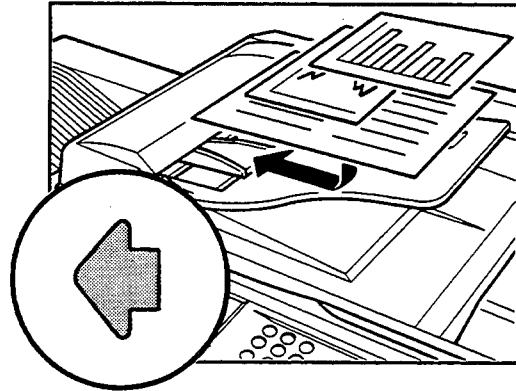
4. Confirm that the **Insert Original** indicator is lit before setting.
5. Confirm that no previous originals remain on the exposure glass.



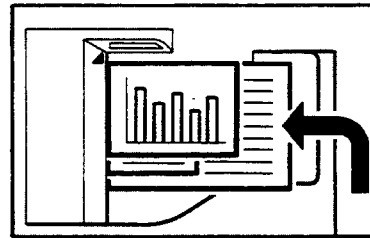
6. Adjust the original guide to match the widest original.



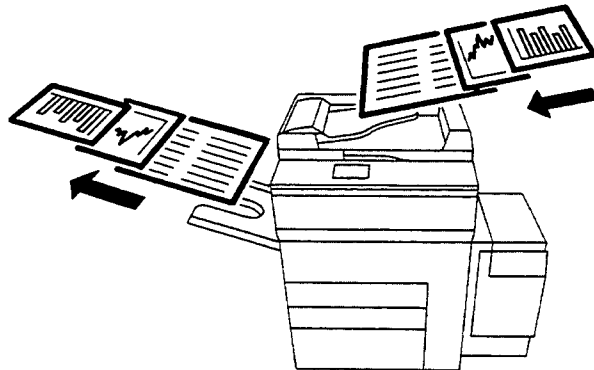
7. Set the originals *face up* into the dual job feeder until the **Insert Original** indicator goes off.



- ☐ Originals must be aligned to the rear-left corner of the dual job feeder, as shown.



8. Press the **Start** key.



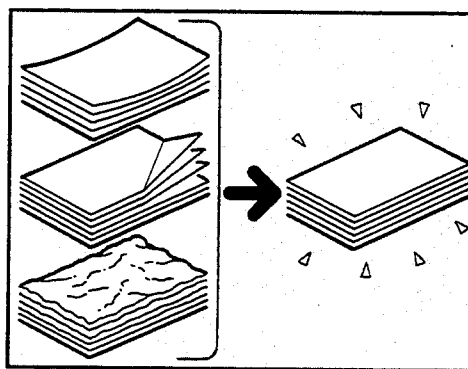
# Setting A Pasted Original

## Pasted Original mode

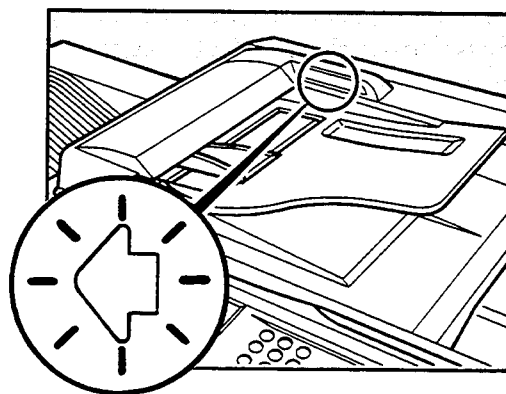
In this mode, you can set a pasted original into the dual job feeder.

□ In this mode, you can set one original at a time.

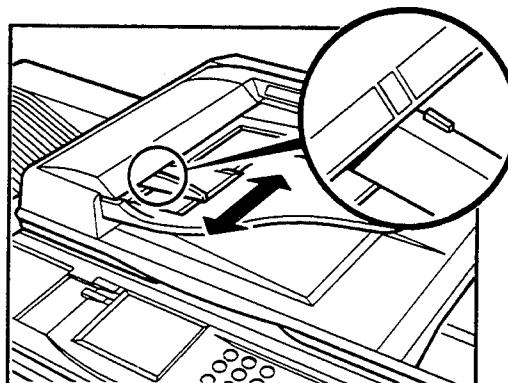
1. Touch the **Special Orig.** key of the touch panel display. (See page 41.)
2. Touch the **Pasted Original** key of the touch panel display. (See page 41.)
3. Correct any curl, fold or crease in the originals before setting.



4. Confirm that the **Insert Original** indicator is lit before setting.
5. Confirm that no previous originals remain on the exposure glass.

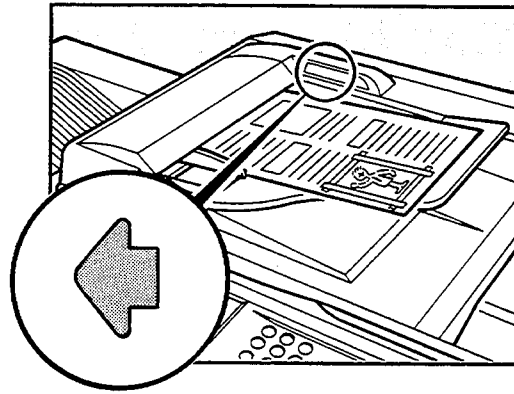


6. Adjust the original guide to the original size.

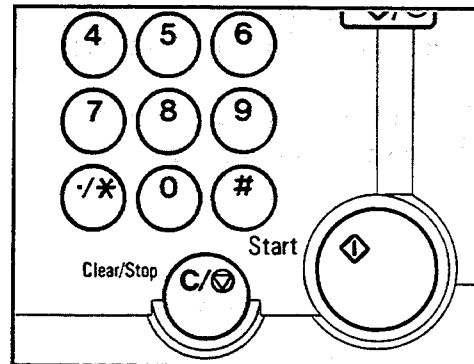


7. Set one pasted original *face up* into the dual job feeder until the **Insert Original** indicator goes off.

- ☐ Start with the last page of originals.
- ☐ The original guide must touch the front side of the original.

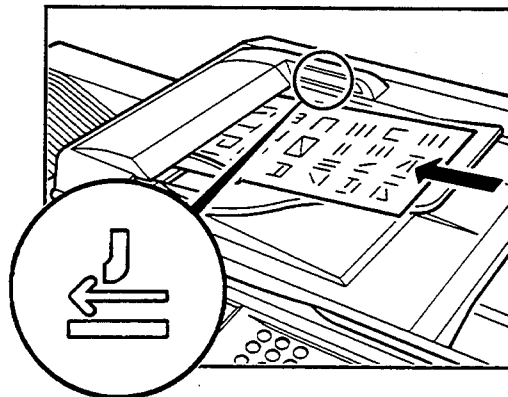


8. Press the **Start** key.



9. While the **Auto Feed** indicator is lit after an original is fed, set the next original. The original is automatically fed and copied.

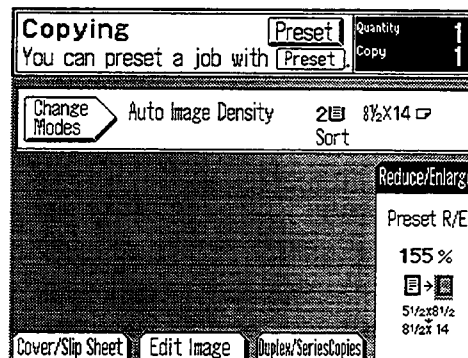
- ☐ While the **Auto Feed** indicator is lit, the dual job feeder is ready for another original. (You can change this time by User Tool 1. See page 15.)



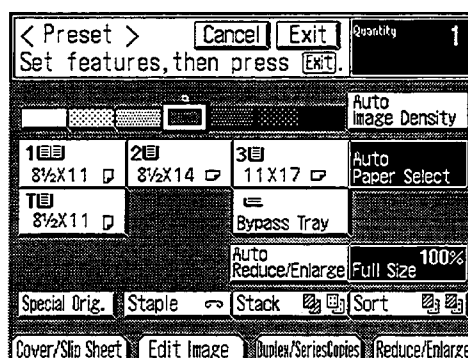
10. Repeat steps 7 and 9 until copying is completed.

# Presetting Originals During A Copy Run

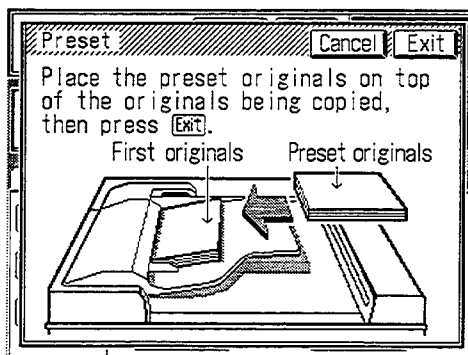
1. Touch the **Preset** key of the touch panel display. (See page 41.)



2. Following the instructions on the display, set the copy job settings for your next job.
3. Touch the **Exit** key of the touch panel display.

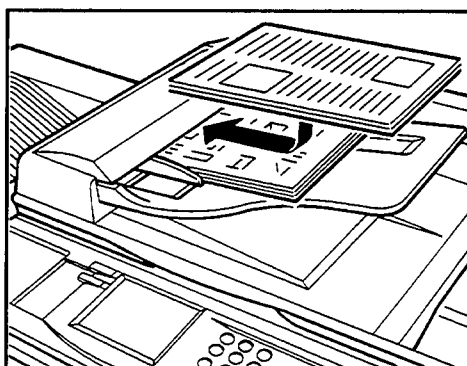


The touch panel display changes as shown.



4. Set the originals for your next job on top of the originals being copied. Without forcing them, push them in completely.

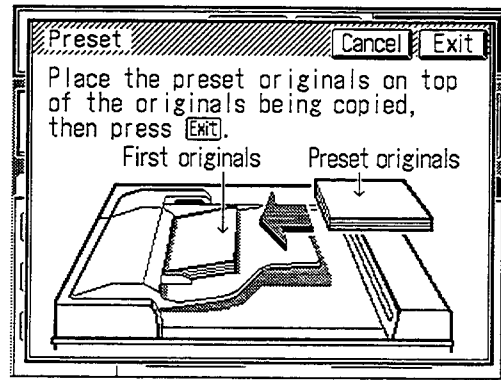
☐ Do not insert the originals too strongly.



SETTING ORIGINALS IN  
THE DUAL JOB FEEDER

5. Touch the **Exit** key of the touch panel display.

After your first job is finished, the next job will start automatically.



- ☐ When presetting a job using the compact sorter stapler, you have to remove the current job's copies from the sorter stapler before the preset job can start.
- ☐ When presetting a job using the floor type sorter stapler, you might have to remove the current job's copies before the preset job can start. You have to do this
  - when you make 11 or more copies in the current job.
  - when you make 10 copies in the current and 10 or more for the next.
  - when you make 9 or less copies for the current and 11 or more for the next.



# SETTING ORIGINALS IN THE RECIRCULATING DOCUMENT HANDLER

## Recommended Originals

For this recirculating document handler, the following types of originals can be used.

WEIGHT SIZE		52 ~ 103 (g/m <sup>2</sup> )	104	105 ~ 128
		14 ~ 27 (lb)	28	29 ~ 34
A4/A3 version	A3 lengthwise	25 sheets	20 sheets	*20 sheets
	F (8" x 13") lengthwise			
	A4 sideways	50 sheets	40 sheets	*30 sheets
	A4 lengthwise			
	A5 lengthwise			
LT/DLT version	11" x 17" lengthwise	25 sheets	20 sheets	*20 sheets
	8 1/2" x 14" lengthwise			
	11" x 15" lengthwise			
	10" x 14" lengthwise			
	8 1/2" x 13" (F4) lengthwise			
	8" x 13" (F) lengthwise	50 sheets	40 sheets	*30 sheets
	8 1/2" x 11" sideways			
	8 1/2" x 11" lengthwise			
	5 1/2" x 8 1/2" lengthwise			
	8" x 10" lengthwise			

☐ Translucent paper cannot be recirculated.

\*These originals cannot be recirculated.

## Non-recommended Originals

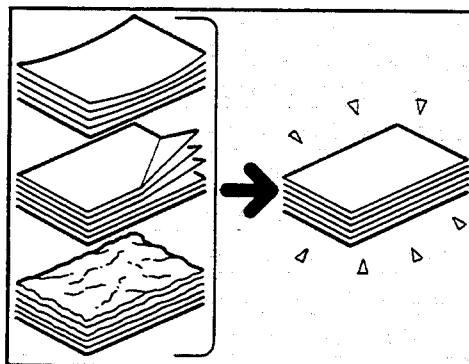
*Caution: The following types of originals are not recommended for use with the recirculating document handler. Please place them directly on the exposure glass.*

- ☐ Originals thicker than 128 g/m<sup>2</sup>, 34 lb
- ☐ Originals thinner than 52 g/m<sup>2</sup>, 14 lb
- ☐ Paper with any kind of coating (such as carbon) on the back, or originals that are taped together
- ☐ Originals smaller than A5 lengthwise, 5 1/2" x 8 1/2" lengthwise
- ☐ Originals larger than A3, 11" x 17"
- ☐ Folded, curled, creased, or damaged originals
- ☐ Mailing labels, perforated originals, or pasted originals
- ☐ Bound, stapled, or clipped originals
- ☐ OHP transparencies
- ☐ Thermal fax paper

## Setting Originals

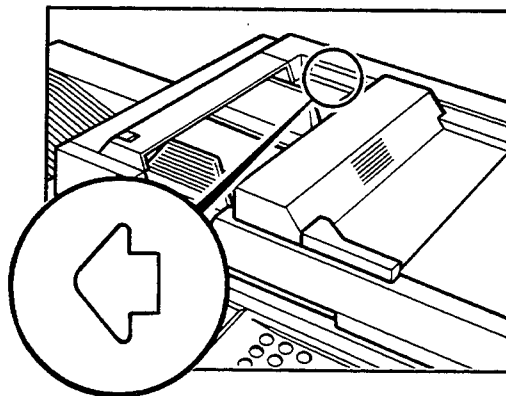
1. Correct any curl, fold, or crease in the originals before setting.

- ☐ If you want to use originals of which you cannot correct the curl, fold, or crease, do the following:
- ☐ First make one set of copies of originals, and use these copies as the recirculating originals.  
Limit the number of copies for one set of originals to 30.

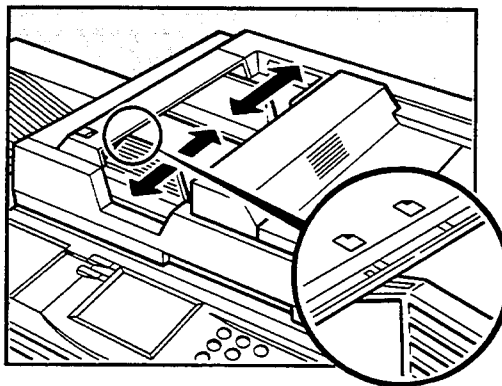


2. Confirm that the **Set Original** indicator is lit. If it is not lit, confirm that the feed-out unit and feed-in unit covers are closed properly.

- ☐ Make sure that no previous originals remain on the exposure glass or in the recirculating document handler.



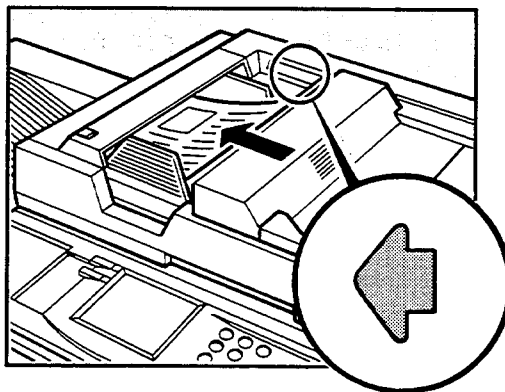
3. Adjust the original guides to the original width.



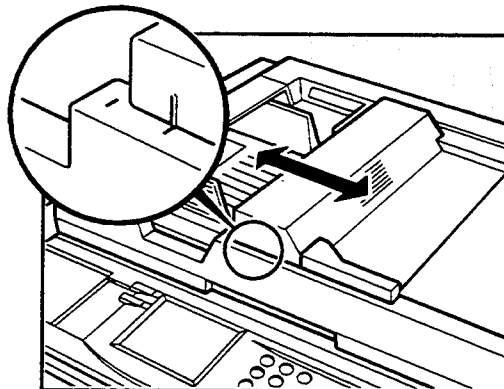
SETTING ORIGINALS IN THE  
RECIRCULATING  
DOCUMENT HANDLER

4. If you have more than two originals, square the stack of originals. Set the originals *face up* in the original stacker. The **Set Original** indicator should turn off.

☐ Originals should be the same size.



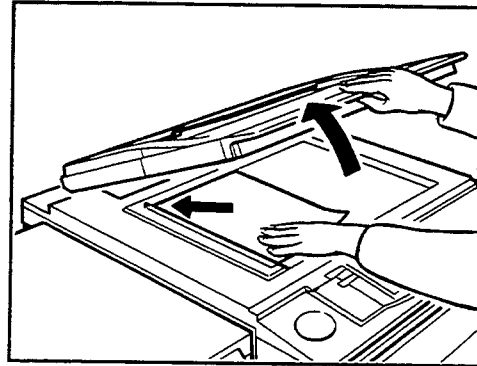
5. Slide the feed-out unit to match the size marks on the front side of the recirculating document handler.



# SETTING ORIGINALS ON THE EXPOSURE GLASS

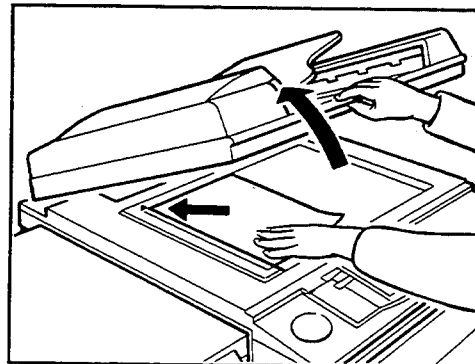
**If your machine is equipped with the platen cover**

1. Lift the platen cover.
2. Set the original face down on the exposure glass. The original must be aligned to the rear left corner.
  - ☐ Before pressing the **Start** key, lower the platen cover.



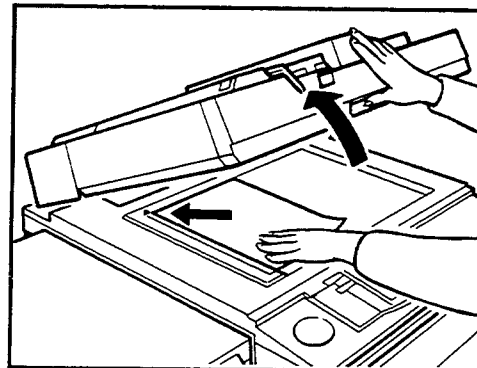
**If your machine is equipped with the dual job feeder**

1. Lift the dual job feeder.
2. Set the original face down on the exposure glass. The original must be aligned to the rear left corner.
  - ☐ Before pressing the **Start** key, lower the dual job feeder.



**If your machine is equipped with the recirculating document handler**

1. Lift the recirculating document handler.
2. Set the original face down on the exposure glass. The original must be aligned to the rear left corner.
  - ☐ Before pressing the **Start** key, lower the recirculating document handler.



# BASIC FUNCTIONS AND KEY TOPS



The copier automatically controls the image density according to the original background density.

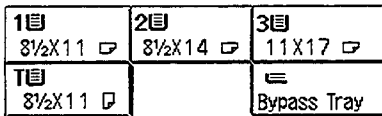


After canceling the Auto Image Density, use these keys to adjust the image density manually. To get a darker image, touch the right keys. To get a lighter image, touch the left keys.



The copier selects a suitable size of copy paper based on the original size and the reproduction ratio.

- ☐ If you use translucent or transparent paper as an original, the original size might not be detected correctly.
- ☐ When you use Auto Paper Select when placing the original directly on the exposure glass, make sure that the platen cover, dual job feeder, or recirculating document handler is lowered before pressing the Start key. If not, the original size might not be detected correctly.



After canceling Auto Paper Select, select the paper tray you want to use.



Use to make the copy image the same size as the original image.



The copier automatically selects the proper reproduction ratio suitable for the selected paper. All originals are copied onto the same selected paper size.

- ☐ If you use translucent or transparent paper as an original, the original size might not be detected correctly.
- ☐ When you use the Auto Reduce/Enlarge when placing the original directly on the exposure glass, make sure that the platen cover, dual job feeder, or recirculating document handler is lowered before pressing the Start key. If not, the original size might not be detected correctly.



When you have selected functions on operation screens, this key appears on the touch panel display. Touch this key to see at a glance all the modes you selected.



After the Check Modes key is touched, this key appears on the touch panel display. Touch this key to return to the display when the Check Modes key was touched.



When you select functions on the operation screens, this key appears on the touch panel display. Touch this key to change settings of the following modes.

- Copy paper size
- Image density control
- Finishing (Sort, Stack, and Staple)
- Special original setting (system A and B only)



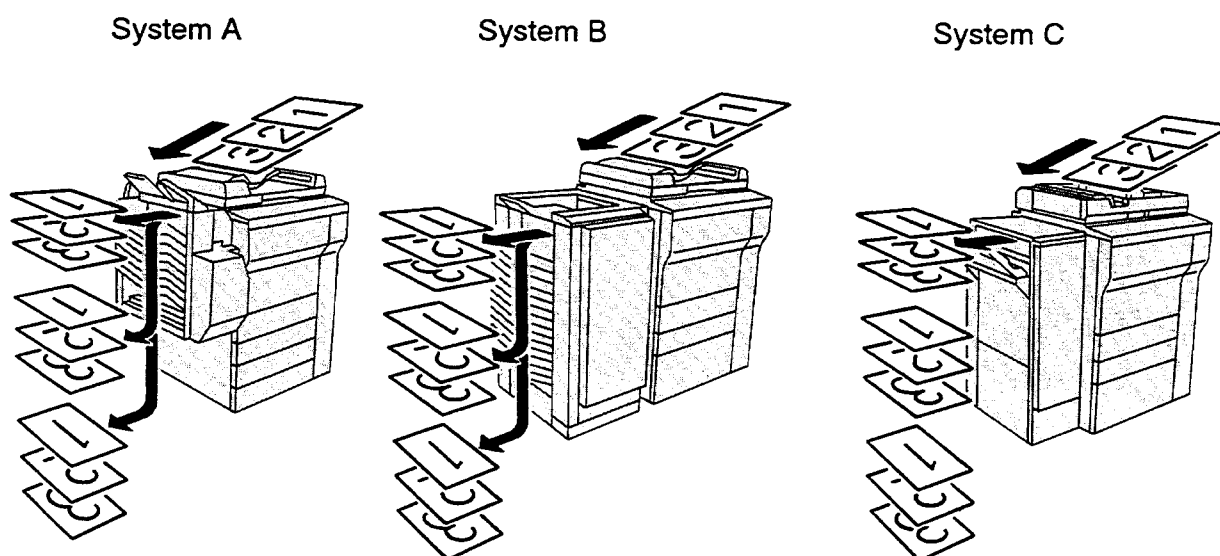
Before using the Sort function, please refer to page 4 and 5 to know which system you have because this function is different depending on the system you have.

### System A and B

One copy of each original is delivered to each bin and copies are collated into sets.

### System C

System C does not have the Sort key. As a default setting, copies are assembled as sets in sequential order by sliding the shift tray from side to side.



□ For the Sort function, the following limitations apply:

	System A	System B	System C
Maximum paper size	A3, 11" x 17"	A3, 11" x 17"	A3, 11" x 17"
Minimum paper size	A5 lengthwise 5 1/2" x 8 1/2" lengthwise	Sideways: A4, 8 1/2" x 11" Lengthwise: A5, 5 1/2" x 8 1/2"	A5, 5 1/2" x 8 1/2"
Maximum paper weight	93 g/m <sup>2</sup> , 25 lb	157 g/m <sup>2</sup> , 42 lb	157 g/m <sup>2</sup> , 42 lb
Minimum paper weight	52 g/m <sup>2</sup> , 14 lb	52 g/m <sup>2</sup> , 14 lb	52 g/m <sup>2</sup> , 14 lb
Maximum capacity	A4, 8 1/2" x 11" or smaller: 30 sheets/bin B4, 8 1/2" x 14" or larger: 15 sheets/bin	all sizes: 50 sheets/bin 2 sided copies: 40 sheets/bin	A4, 8 1/2" x 11" or smaller: 1,500 sheets B4, 8 1/2" x 14" or larger: 1,000 sheets
Paper that cannot be used	Post cards, tracing paper, OHP sheets, and adhesive labels		



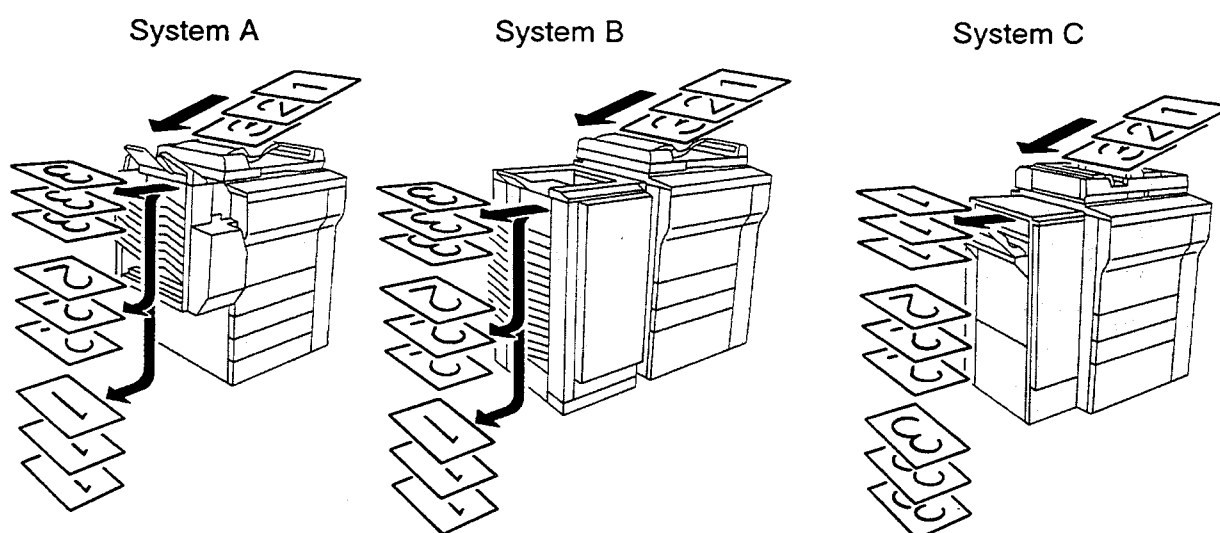
*Before using the Stack function, please refer to page 4 and 5 to know which system you have because this function is different depending on the system you have.*

### System A and B

All copies of each original are delivered to the same bin.

### System C

Copies from different copy runs are grouped into individual stacks by sliding the shift tray from side to side.



□ For the Stack function, the following limitations apply:

	System A	System B	System C
Maximum paper size	A3, 11" x 17"	A3, 11" x 17"	A3, 11" x 17"
Minimum paper size	A5 lengthwise 5 1/2" x 8 1/2" lengthwise	Sideways: A4, 8 1/2" x 11" Lengthwise: A5, 5 1/2" x 8 1/2"	A5, 5 1/2" x 8 1/2"
Maximum paper weight	93 g/m <sup>2</sup> , 25 lb	157 g/m <sup>2</sup> , 42 lb	157 g/m <sup>2</sup> , 42 lb
Minimum paper weight	52 g/m <sup>2</sup> , 14 lb	52 g/m <sup>2</sup> , 14 lb	52 g/m <sup>2</sup> , 14 lb
Maximum capacity	all sizes: 15 sheets/bin	all sizes: 40 sheets/bin  2 sided copies: 35 sheets/bin	A4, 8 1/2" x 11" or smaller: 1,500 sheets  B4, 8 1/2" x 14" or larger: 1,000 sheets
Paper that cannot be used	Post cards, tracing paper, OHP sheets, and adhesive labels		

□ When using A3, 11" x 17" paper with system A, it might happen that the compact sorter stapler does not stack 15 sheets depending on the paper brand and condition.



# Stapling Copies

Before using the Staple function, please refer to page 4 and 5 to know which system you have because this function is different depending on the system you have.

In the Staple function, groups of copies are automatically stapled.

☐ If you select this function, the Sort function is automatically selected.

## Stapling Position and Original Setting

	System A	System B <span>Staple</span>	System C
	<span>Staple</span>	<span>Top</span>	<span>Staple Top</span>
	Not available	<span>Top Slant</span>	Not available
	Not available	<span>Bottom</span>	<span>Staple Bottom</span>
	Not available	<span>2Staples</span>	<span>Staple 2Staples</span>

☐ For the Staple function, the following limitations apply:

	System A	System B	System C
Maximum paper size	A3, 11" x 17"	A3, 11" x 17"	A3, 11" x 17"
Minimum paper size	B5, 8 1/2" x 11"	B5, 8 1/2" x 11"	B5, 8 1/2" x 11"
Maximum paper weight	80 g/m <sup>2</sup> , 20 lb	80 g/m <sup>2</sup> , 20 lb	80 g/m <sup>2</sup> , 20 lb
Minimum paper weight	52 g/m <sup>2</sup> , 14 lb	64 g/m <sup>2</sup> , 17 lb	64 g/m <sup>2</sup> , 17 lb
Stapler capacity	A4, 8 1/2" x 11" or smaller: from 2 to 20 sheets B4, 8 1/2" x 14" or larger: from 2 to 10 sheets	all sizes: from 2 to 50 sheets	A4, 8 1/2" x 11" or smaller: from 2 to 50 sheets B4, 8 1/2" x 14" or larger: from 2 to 30 sheets
Paper that cannot be used	Post cards, tracing paper, OHP sheets, and adhesive labels		

☐ In the Staple mode, do not use paper that is curled or has low stiffness.



*This key can be used only when you have system A or B.*

You can staple copies sorted in bins after copying is finished.



(This key has two functions. See below.)

*This key can be used only when your machine is equipped with the dual job feeder (system A or B).*

**Mixed Sizes**

Use this key when you want to set the different sized originals together in the dual job feeder. The machine automatically detects the size of each original to be fed. You can set the following original sizes together. > See page 25.

A4/A3 version: A3, B4, A4 and B5

LT/DLT version: 11" x 17", 8 1/2" x 14", and 8 1/2" x 11"

**Pasted Orig.**

Use this key when you want to copy pasted originals using the dual job feeder. > See page 27.

**Preset**

*This key can be used only when your machine is equipped with the dual job feeder (system A or B).*

You can set the copy settings for your next job. The next job will start automatically after the current job is completed. > See page 29.

- ☐ When presetting a job using the compact sorter stapler, you have to remove the current job's copies from the sorter stapler before the preset job can start.
- ☐ When presetting a job using the floor type sorter stapler, you might have to remove the current job's copies before the preset job can start. You have to do this
  - when you make 11 or more copies in the current job.
  - when you make 10 copies in the current and 10 or more for the next.
  - when you make 9 or less copies for the current and 11 or more for the next.

## Program

You can store up to 5 frequently used copy job settings in machine memory, and recall them for future use.

☐ You can select the Program No.5 as a default setting using the User Tool 5. See page 16.

### Entering a program

1. Set the copy settings you want to put into memory.
2. Press the **Program** key.
3. Follow the instructions on the touch panel display.

### Recalling a program

1. Press the **Program** key.
2. Follow the instructions on the touch panel display.

## Interrupt

Press to interrupt a multicopy run to make urgently needed copies. The interrupted copy job settings are stored in the machine's memory. After interrupt copying is completed, press this key again to recall the previous copy job settings.

## Auto Start Mode

When you press the **Start** key during warm-up, copying will start automatically after warm-up is completed. The **Start** key blinks in red and green alternately in this mode.

# FUNCTIONS ON OPERATION SCREENS

## Reduce/Enlarge

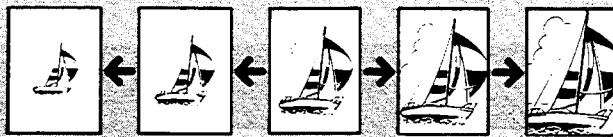
### Preset R/E



You can select one of 10 preset ratios. 6 reduction ratios and 4 enlargement ratios are preset.

- ☐ You can change the fixed ratios using User Tool 6. See page 17.

### Zoom



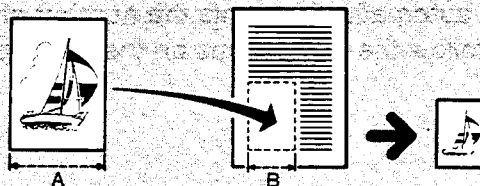
The reproduction ratio can be changed from 50% to 200% in 1% steps. There are two ways to change ratios.

☐ ☐ default

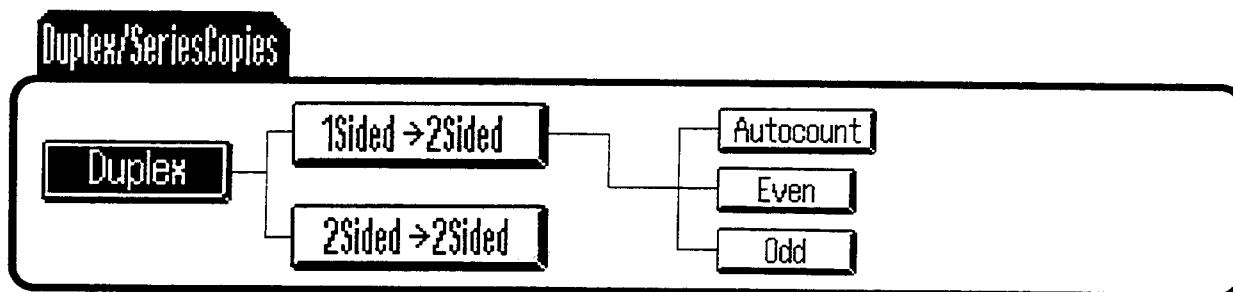
### Number Keys

Input the desired ratio using the Number keys.

### Size Mag.



The suitable reproduction ratio will be automatically selected when you enter the lengths of the original (A) and the copy image you want (B).



**Duplex**

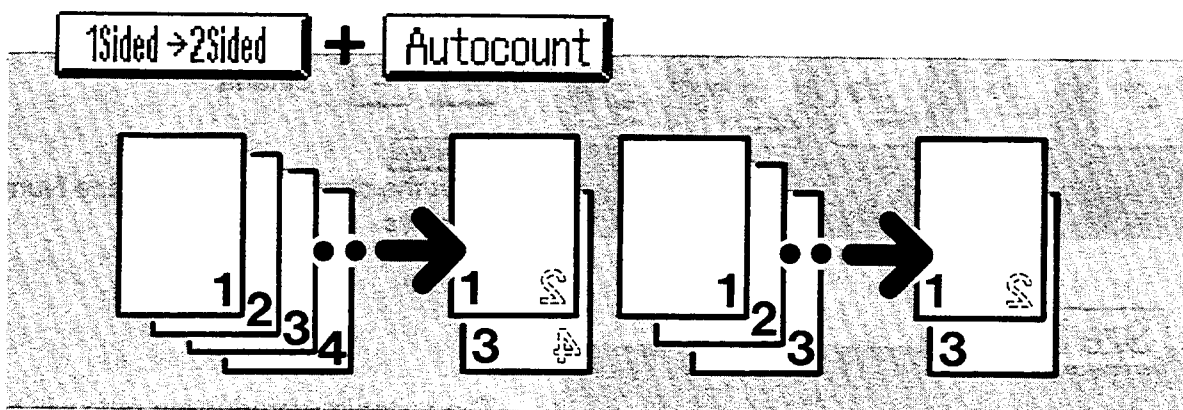
**1Sided → 2Sided**

*Before using this function, please refer to page 4 and 5 to know which system you have because this function is different depending on the system you have.*

☐ A right margin (5 mm, 0.2") is set on the back side automatically.

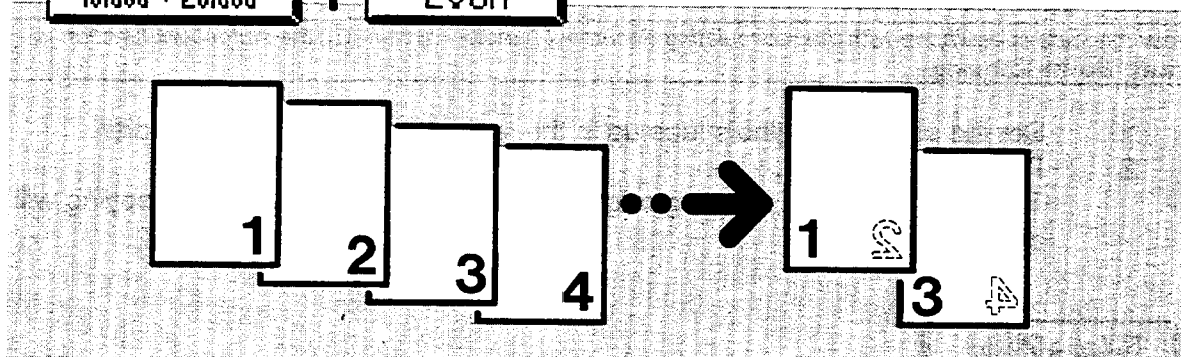
## System A and B

*If your machine is equipped with the dual job feeder (system A or B), you should select one of three keys (Autocount, Even, or Odd)*



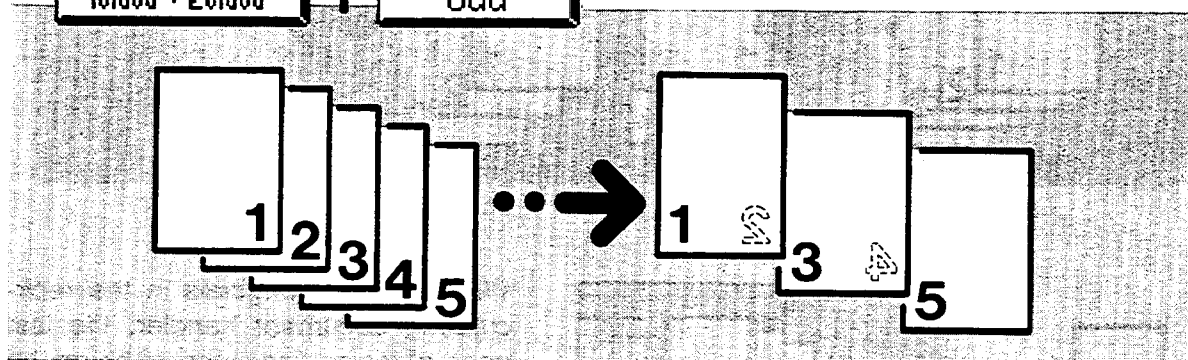
If you select the Autocount function, the machine automatically counts the number of originals. After selecting the Autocount function, follow the instructions on the touch panel display.

1Sided → 2Sided + Even

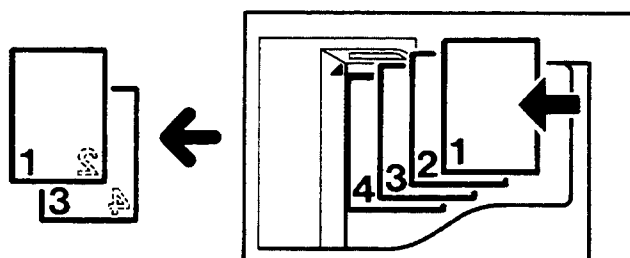


Select this key if the number of originals is even.

1Sided → 2Sided + Odd



Select this key if the number of originals is odd.



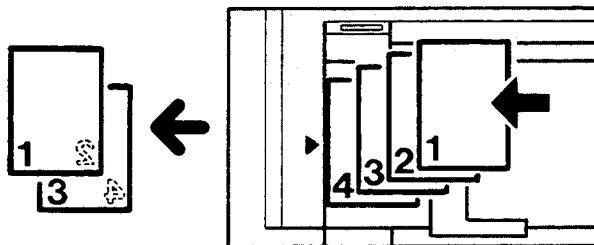
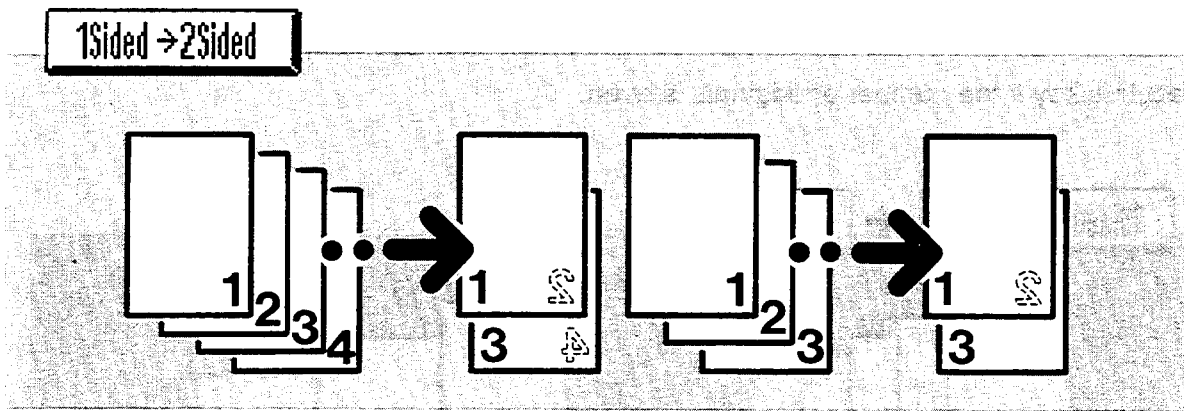
When you set originals in the dual job feeder, the last page of originals should be on the bottom as shown.

FUNCTIONS ON  
OPERATION SCREENS

## System C

*If your machine is equipped with the recirculating document handler (system C), the Autocount function is default. Do the following.*

1. Set the stack of originals face up in the recirculating document handler.
2. Press the **Start** key.  
The machine starts counting originals. After counting is finished, copying will start automatically.

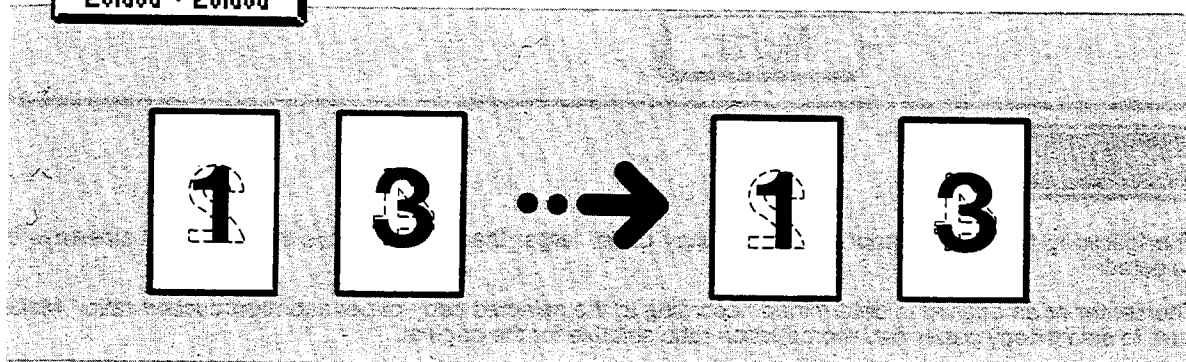


When you set originals in the recirculating document handler, the last page of the originals should be on the bottom as shown.

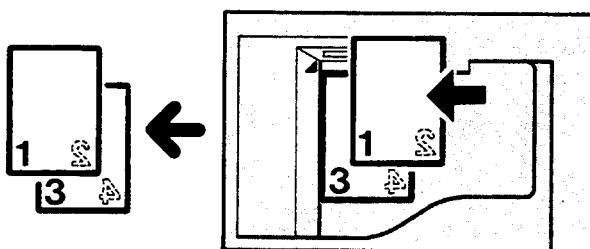


Duplex

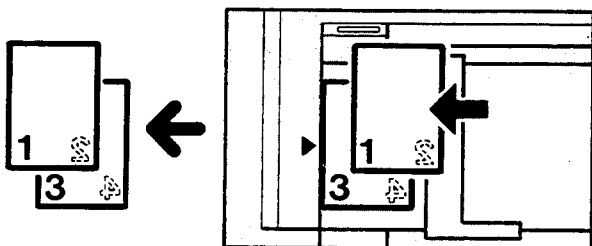
2Sided → 2Sided



This function makes 2 sided copies from 2 sided originals.

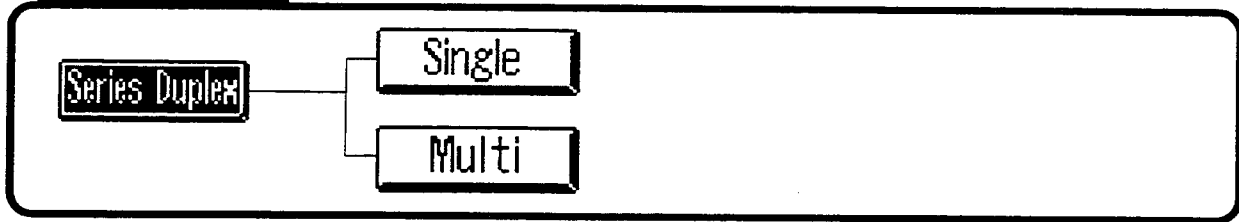


When you set originals in the dual job feeder, the last page of the originals should be on the bottom as shown.



When you set originals in the recirculating document handler, the last page of the originals should be on the bottom as shown .

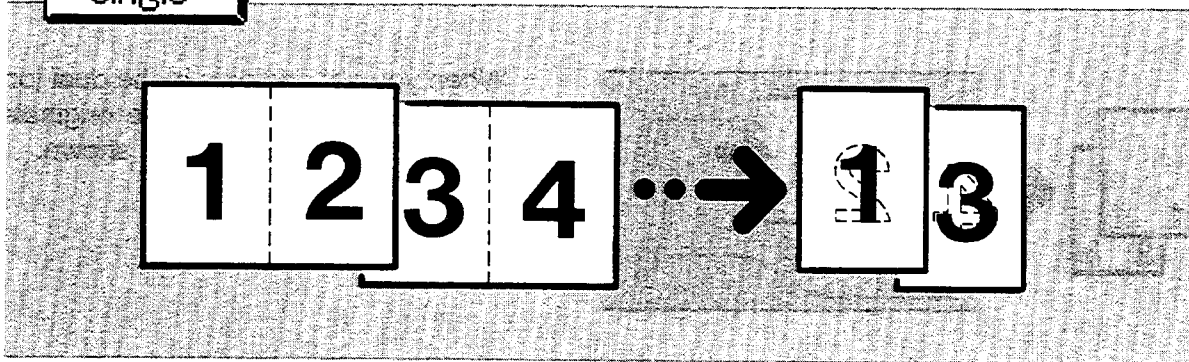
## Duplex/Series Copies



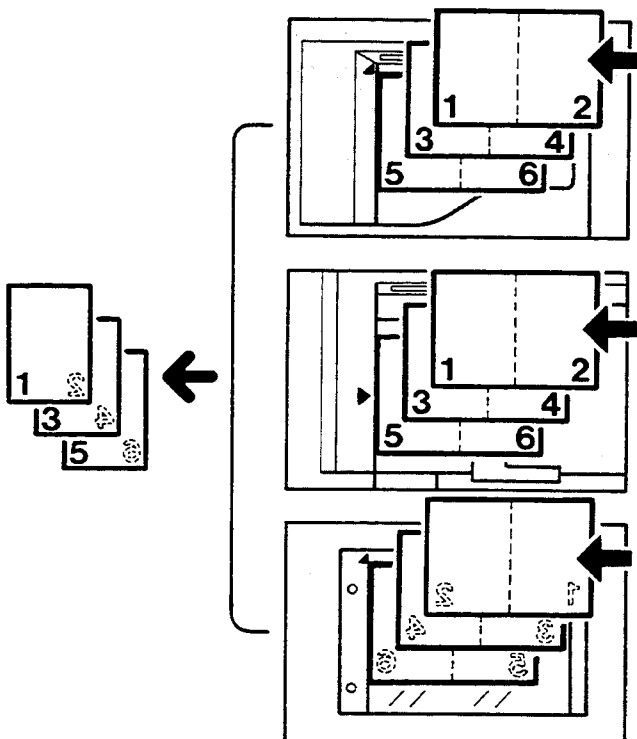
## Series Duplex

- ☐ The following functions cannot be used if copy paper larger than A4 sideways or 8 1/2" x 11" sideways is selected.
- ☐ The center of an original is determined according to the selected copy paper and reproduction ratio. Make sure to select copy paper and reproduction ratio suitable for the original.

## Single



This function makes 2 sided copies from 2 facing pages of a bound (book) original.



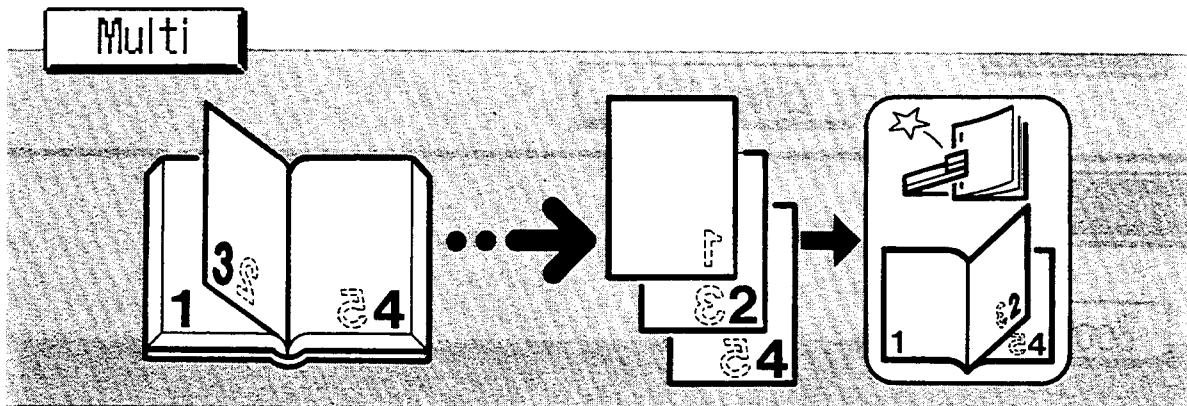
When you use the dual job feeder, the last page of the originals should be on the bottom as shown.

When you use the recirculating document handler, the last page of the originals should be on the bottom as shown.

When you place the original on the exposure glass, start with the last page of originals as shown.

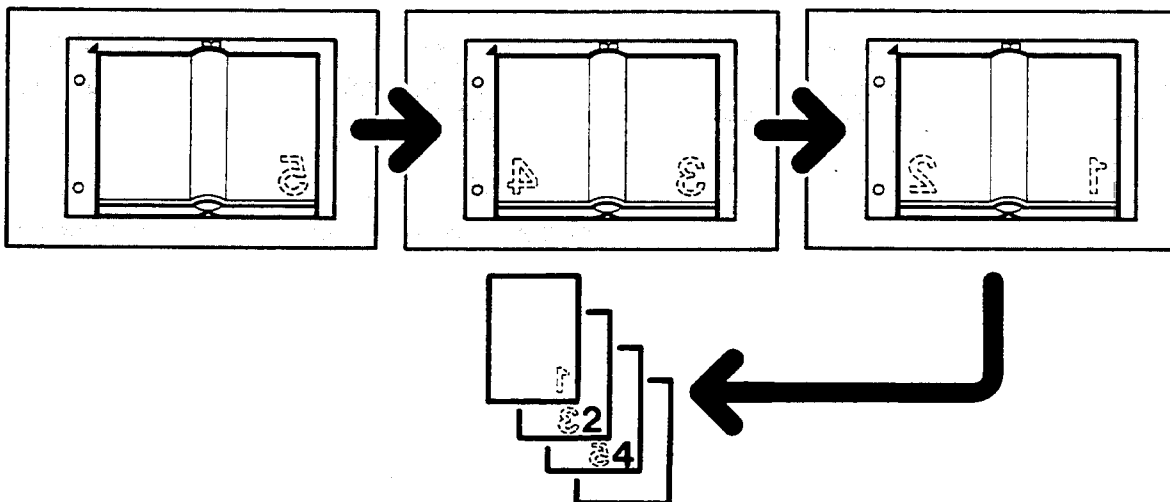
- ☐ Make sure that the original binding is centered with the book mark on the rear scale.

# Series Duplex



Use this function to have the copies face each other exactly as the bound (book) originals do. When you use this function, place the original on the exposure glass face down.

For bound originals read from left to right, place the original on the exposure glass with the cover right side up. You should start with the last page of the originals and the last page should be aligned to the left scale as shown.

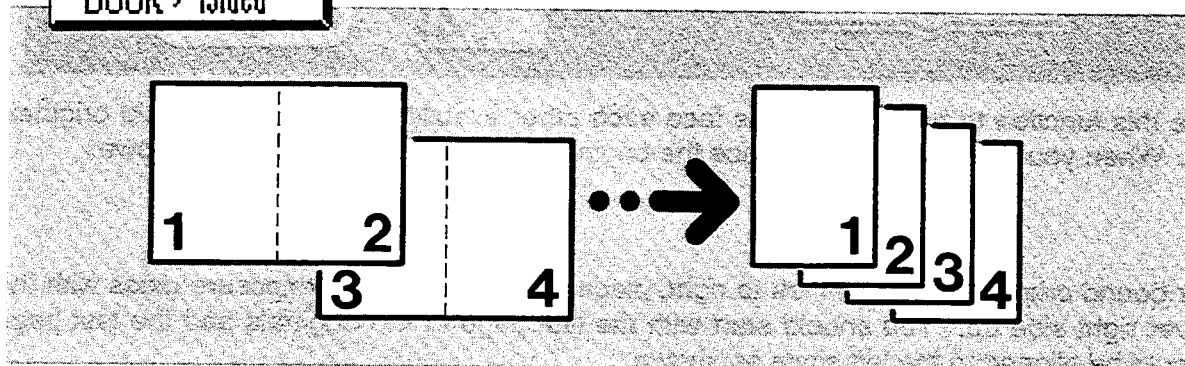


- ☐ The center of an original is determined according to the selected copy paper and reproduction ratio. Make sure to select copy paper and reproduction ratio suitable for the original.
- ☐ Make sure that the original binding is centered with the book mark on the rear scale.
- ☐ For bound originals read from right to left, place the book with the cover upside down.
- ☐ You can use this function with the dual job feeder (system A or B) or the recirculating document handler (system C), too.

**Duplex/SeriesCopies****Series Copies**

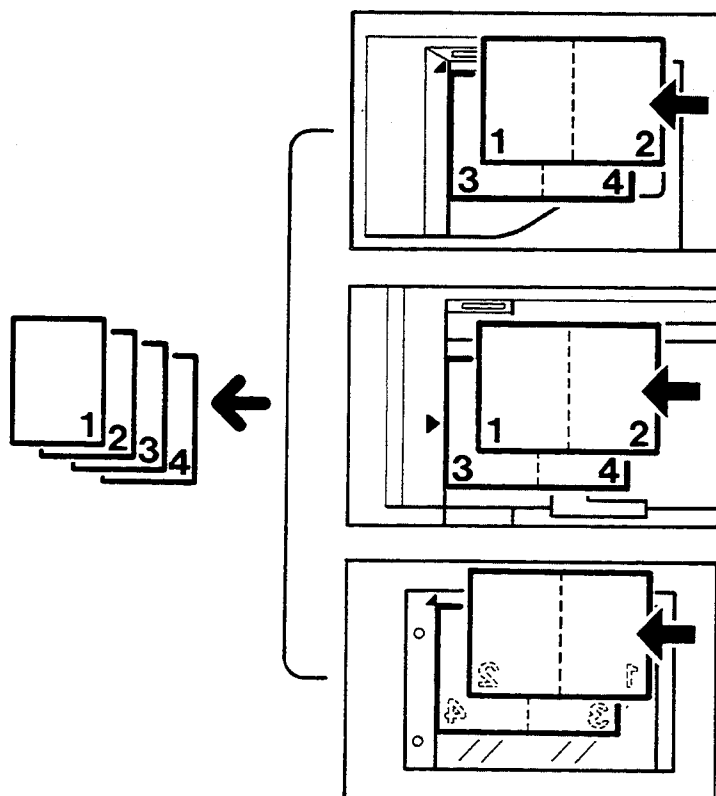
Book → 1Sided

2Sided → 1Sided

**Series Copies****Book → 1Sided**

This function makes 1 sided copies from two facing pages of bound (book) originals.

- ☐ This function cannot be used if copy paper larger than A4 sideways or 8 1/2" x 11" sideways is selected.
- ☐ The center of an original is determined according to the selected copy paper and reproduction ratio. Make sure to select copy paper and reproduction ratio suitable for the original.



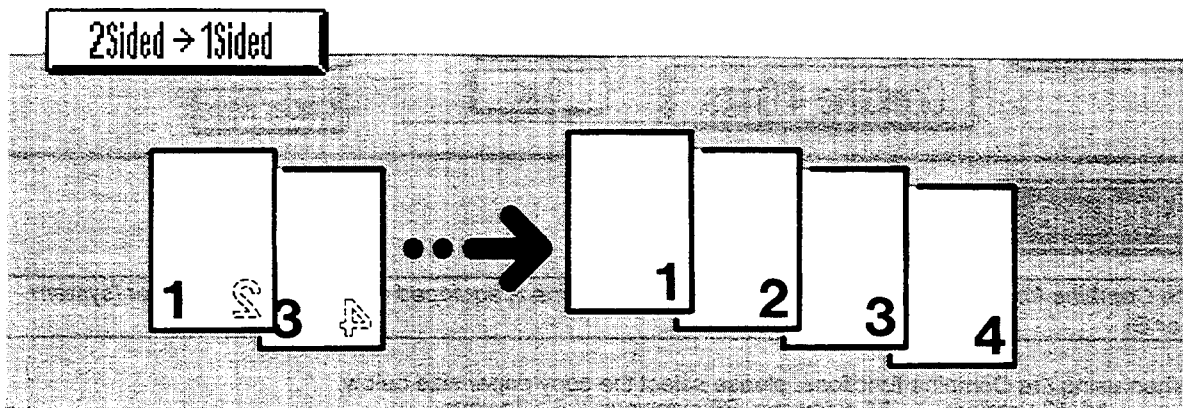
When you set originals in the dual job feeder, the last page of the originals should be on the bottom as shown.

When you set originals in the recirculating document handler, the last page of the originals should be on the bottom as shown.

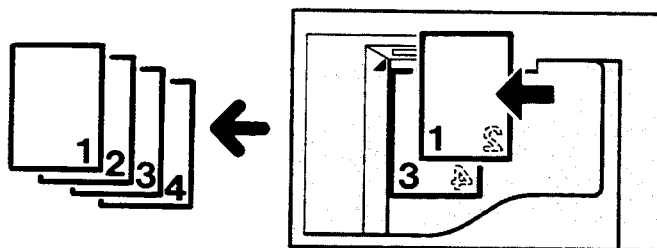
When you place the original on the exposure glass, start with the last page of originals as shown.

- ☐ Make sure that the original binding is centered with the book mark on the rear scale.

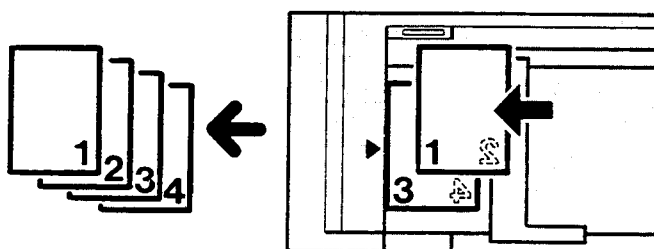
## Series Copies



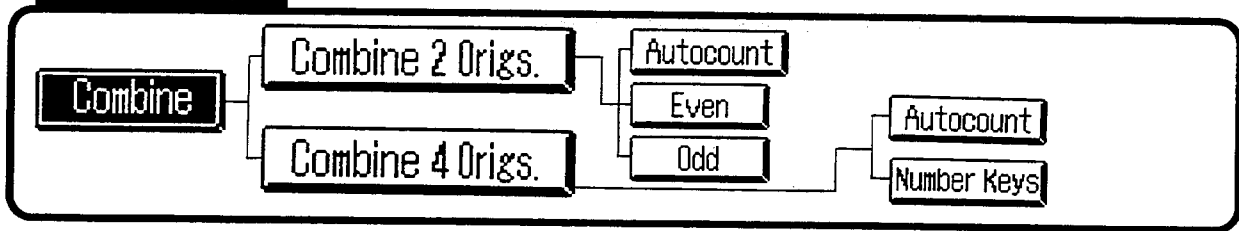
This function makes 1 sided copies from 2 sided originals.



When you set originals in the dual job feeder, the last page of the originals should be on the bottom as shown.



When you set originals in the recirculating document handler, the last page of the originals should be on the bottom as shown.

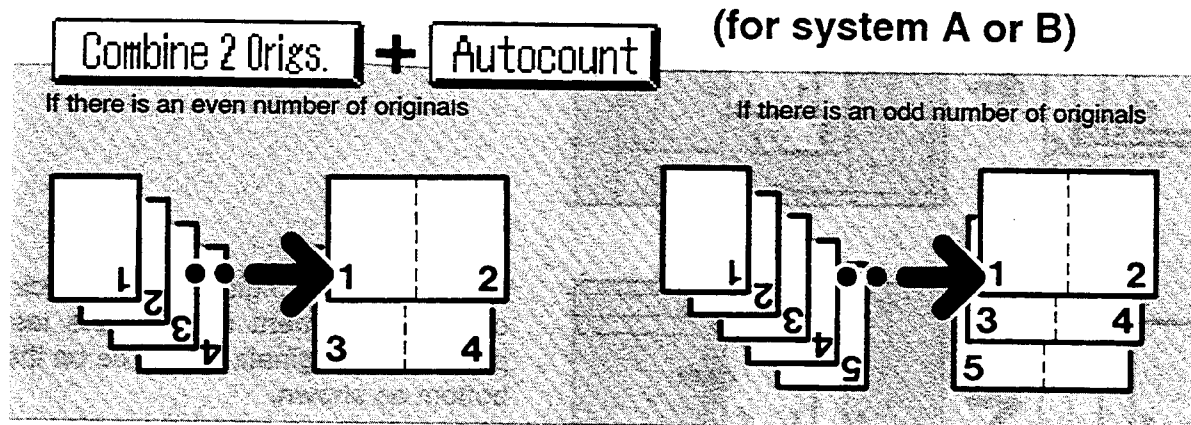
**Duplex/Series Copies****Combine**

The Combine function can be used only when your machine is equipped with the dual job feeder (system A or B).

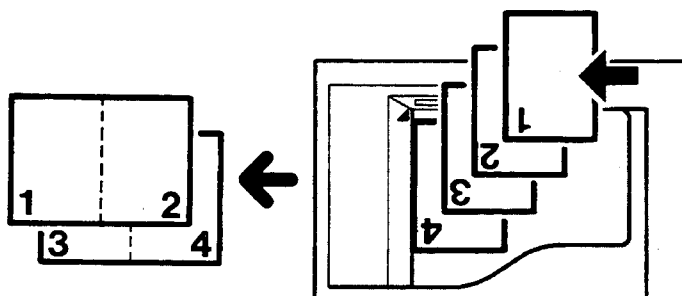
- ☐ When using the Combine functions, please select the copy paper size below.  
 A4/A3 version: A4 sideways, B5 sideways, A5 sideways  
 LT/DLT version: 8 1/2" x 11" sideways, 8 1/2" x 5 1/2" sideways

**Combine 2 Origs.**

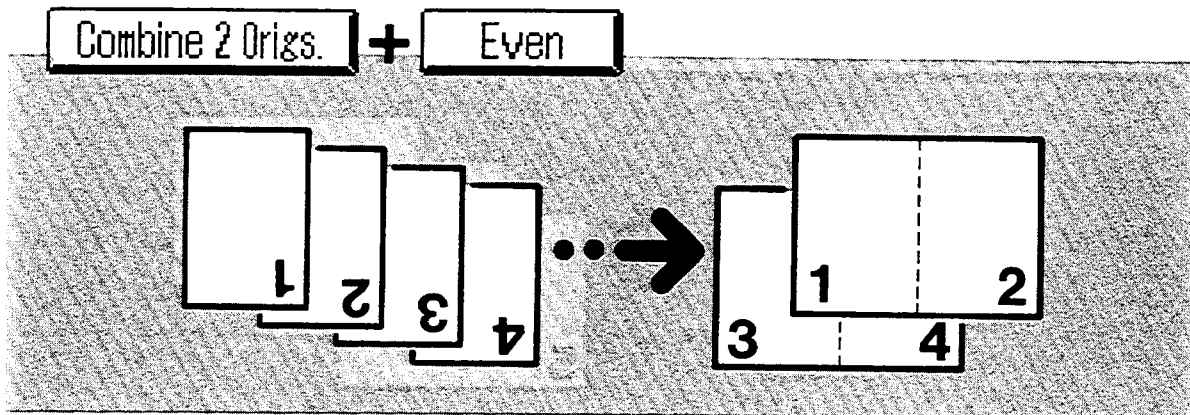
This function automatically combines two 1 sided originals on one copy.



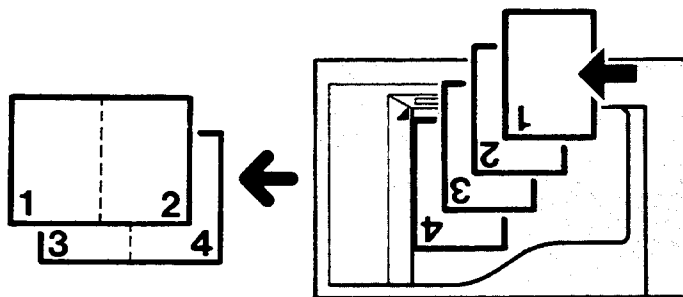
If you select the Autocount function, the machine automatically counts the number of originals.



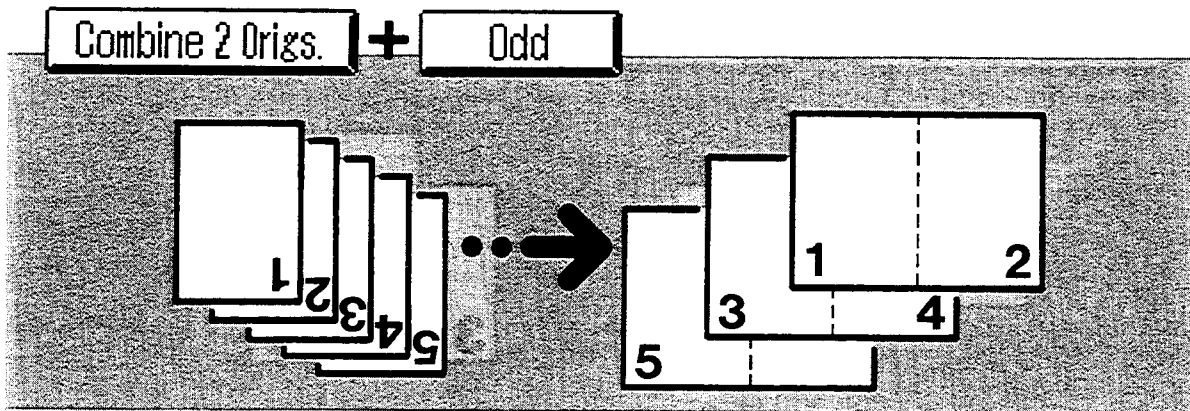
When you use the dual job feeder, the last page of the originals should be on the bottom as shown.



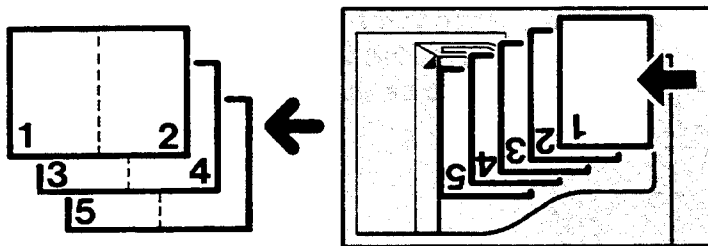
Select this key if the number of originals is even.



When you set originals in the dual job feeder, the last page of the originals should be on the bottom as shown.



Select this key if the number of originals is odd.

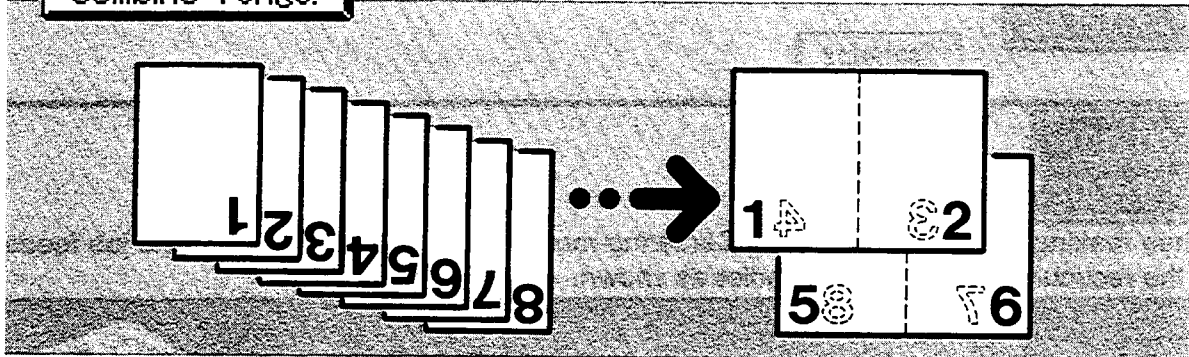


When you set originals in the dual job feeder, the last page of the originals should be on the bottom as shown.



# Combine

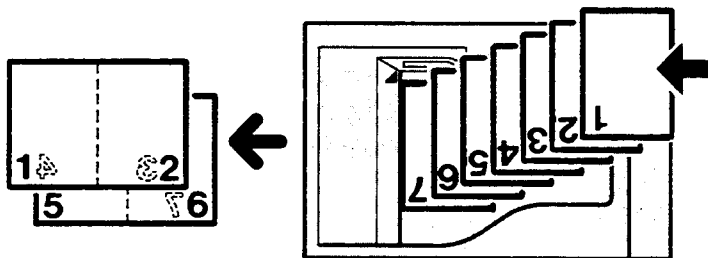
## Combine 4 Origs.



This function makes one 2 sided copy from four 1 sided originals.

- ❑ After selecting the Combine 4 Origs. function, you have to select the **Autocount** key or **Number keys** key to input the number of originals.

Example: Number of originals: 7



When using the dual job feeder, the last page of the originals should be on the bottom as shown.

## Edit Image

Editing/  
Centering

Save Area

Delete Area

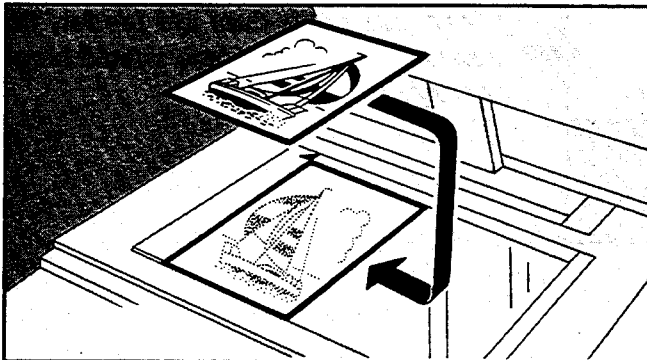
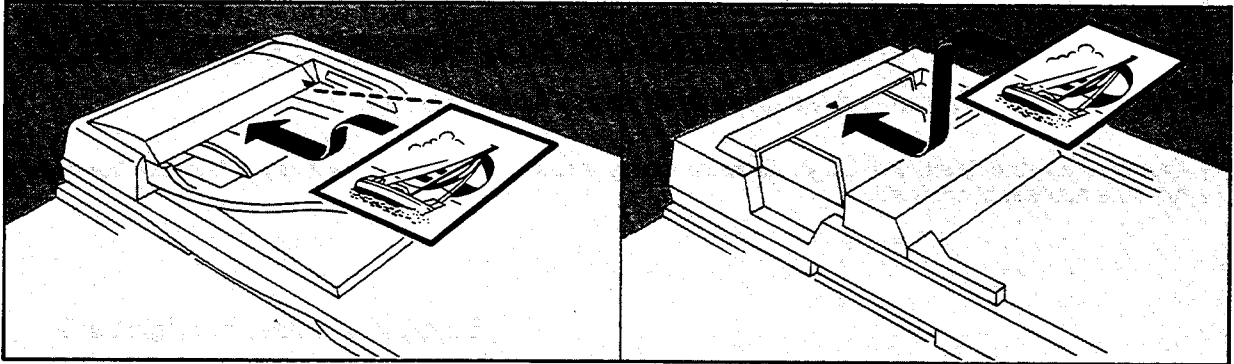
Erase Border

Cent. / Bord.

Centering

Editing/  
Centering

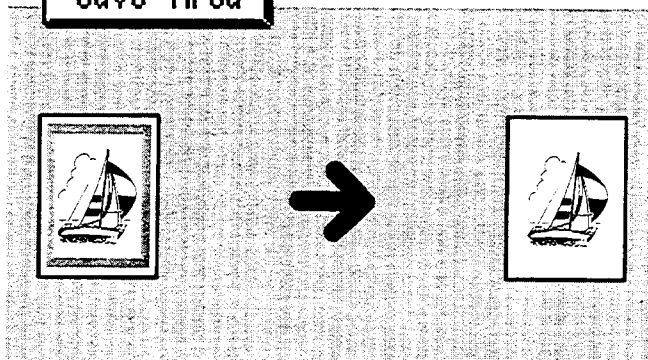
When making copies in the Editing/Centering mode, set the originals in the dual job feeder or the recirculating document handler as shown.



When making copies in the Editing/Centering mode, place the original on the exposure glass as shown.

- ☐ In the Save Area and the Delete Area modes, the designated line will vary by  $\pm 5$  mm ( $\pm 0.2$ "). Therefore, leave at least 5 mm (0.2") between the designated line and the image. If this clearance is narrower than this, undesired image portions might be deleted or saved.

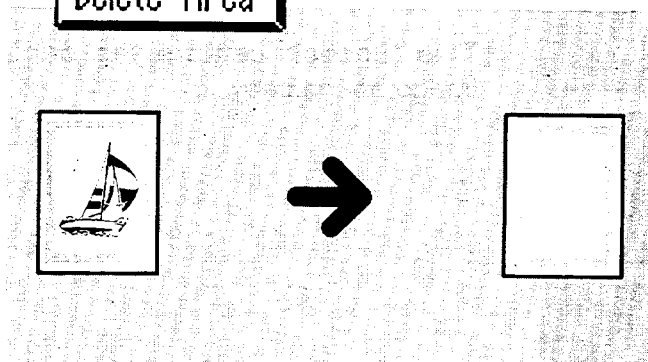
Save Area



This function erases everything except the designated area.

- ☐ If you want to use an editing sheet to designate the area, please contact your sales or service representative.

## Delete Area

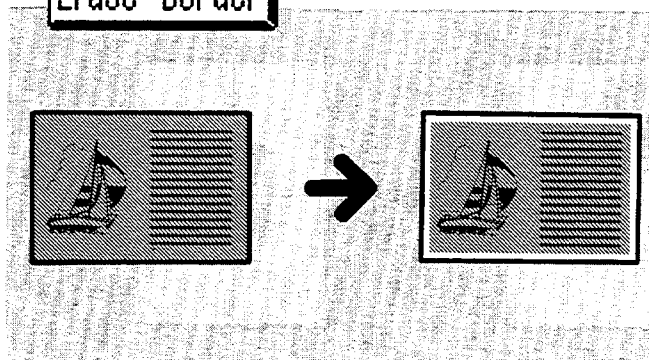


This function erases the designated area.

- ☐ If you want to use an editing sheet to designate the area, please contact your sales or service representative.

- ☐ In the Erase Border or the Cent./Bord. mode, the position of the margin to be erased is determined according to the selected copy paper and reproduction ratio. Make sure to select copy paper suitable for the original.

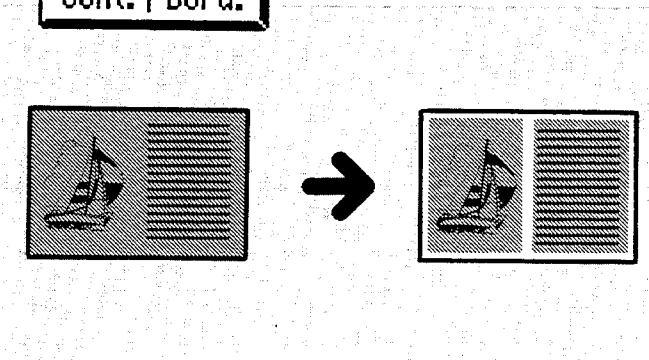
## Erase Border



This function erases all four sides of the original image. This function is convenient for copying a book original.

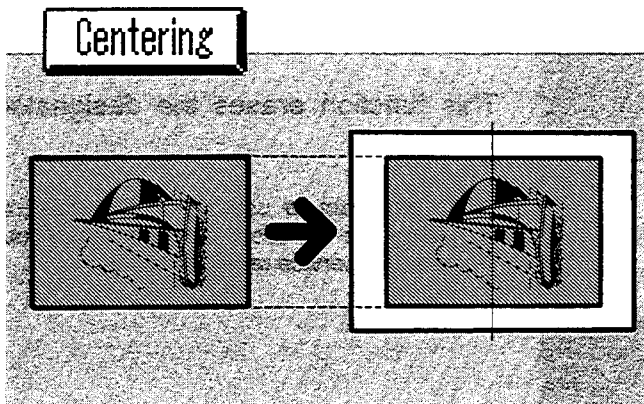
- ☐ The width of the margin to be erased can be set as follows:
  - A4/A3 version –  
0 ~ 20 mm in 2.5 mm steps (default: 5 mm)
  - LT/DLT version –  
0 ~ 0.8" in 0.1" steps (default: 0.2")

## Cent. / Bord.



This function erases all four sides and the center of the original image. This function is convenient for copying a book original.

- ☐ The width of the margin to be erased can be set as follows:
  - A4/A3 version –  
Center: 0 ~ 40 mm in 5 mm steps  
(default: 10 mm)  
Border: 0 ~ 20 mm in 2.5 mm steps  
(default: 5 mm)
  - LT/DLT version –  
Center: 0 ~ 1.6" in 0.2" steps (default: 0.4")  
Border: 0 ~ 0.8" in 0.1" steps (default: 0.2")



This function centers the original image on the copy.

□ When you select Centering and Save Area functions together, the copy image becomes as shown below.

